

Memo

Queensland Curriculum and Assessment Authority

18 December 2015

Senior secondary

Number: 061/15

Nomination for senior syllabus expert writing teams

Purpose

To invite practising teachers to nominate for participation in expert writing teams for the redevelopment of senior syllabuses in 2016.

Background

The Queensland Government recently announced that a new senior assessment and tertiary entrance system will be introduced for students entering Year 11 in 2018. The changes are to include:

- a new senior assessment model that combines school-based assessment developed and marked by teachers with external assessment developed and marked by the Queensland Curriculum and Assessment Authority (QCAA)
- new processes to strengthen the quality and comparability of school-based assessment
- a move from the existing Overall Position (OP) tertiary entrance rank to an Australian Tertiary Admission Rank (ATAR).

The announcement was made after consideration of the recommendations arising from the Review of Senior Assessment and Tertiary Entrance, conducted by the Australian Council for Educational Research, and the results of public and stakeholder consultation. A final Queensland Government position is expected in mid-2016.

To support the commencement of a revitalised system in 2018, the QCAA is redeveloping senior syllabuses in 2016.

Expert writing teams

Expert writing teams will carry out the redevelopment of senior syllabuses during 2016.

You may nominate to become an expert writing team member for any of the syllabuses. Note that you may only be a member of one expert writing team.

Meetings

The commitment would entail a number of blocks of writing over consecutive days. Three options are presented below. On the Nomination Form attached, please indicate the options for which you would be available and the option which is your first preference. Meetings will be held in Brisbane.

Meeting date options

Option 1	Option 2	Option 3
4–8 April 2016	6–8 April 2016	19–20 March 2016 *
4–8 July 2016	16–17 April 2016	16–17 April 2016
26–30 September 2016	4–5 June 2016	4–5 June 2016
	18–19 June 2016	18–19 June 2016
	3–4 September 2016	3–4 September 2016
	8–9 October 2016	8–9 October 2016

* Please note: additional work on Draft 1 will be specified for completion in your own time. You will be paid the equivalent of 7¼ hours for that work. The completed work must be returned to your team leader by 11 April.

Remuneration

Expert writing team members will be remunerated as casual employees of the QCAA. The remuneration rate currently remains subject to formal Governor-in-Council approval but is anticipated to be \$49.63 per hour.

Expert writing team members must commit to being available for the full term of each writing block. Some subjects may require fewer or more writing days and this will be determined through negotiation between expert writing team leaders and QCAA personnel.

Travel and accommodation will be organised by QCAA where appropriate, and in these instances a meal allowance will be available.

Composition of expert writing teams

Expert writing teams will consist of registered teachers from Queensland schools and one or more academics with expertise in the subject.

Writing team members must be currently teaching the subject at Year 11 or 12 levels. Recent experience in planning and writing curriculum (e.g. work programs, units of work) will be advantageous.

Expert writing team member major responsibilities

Expert writing team members will:

- engage, in a professional manner, with the redevelopment process, undertaking tasks as required by the writing team leader or QCAA personnel
- examine comparable senior secondary curriculums, selected from both national and international jurisdictions
- undertake research as required to support syllabus redevelopment

- provide expert advice about syllabus content and assessment
- contribute to group discussions, considering alternative viewpoints
- present both written and spoken information in a clear and concise manner
- contribute to the writing of senior syllabuses
- meet process goals and timelines
- listen and respond to feedback from peers and stakeholders
- evaluate draft syllabuses
- ensure confidentiality.

Expert writing team member key attributes

Within the context of the responsibilities described above, the ideal candidates for this role will:

- **support strategic direction** by using their knowledge of senior secondary school curriculum to collaborate with team members to prepare a senior syllabus that supports government directions arising from the Review of Senior Assessment and Tertiary Entrance.
- **achieve results** through their ability to contribute their knowledge and expertise in a specific subject to co-develop a draft senior syllabus, to review and provide feedback on colleagues' contributions, and to be open and responsive to critical evaluation of their own work.
- **support productive working relationships** through their ability to work collaboratively with other team members, and to develop positive relationships with external clients and stakeholders.
- **display personal drive and integrity** through their ability to act professionally at all times, their commitment to self-development and taking personal responsibility for completing priorities within timelines.
- **communicate with influence** through their use of highly developed written and verbal communication skills, including the ability to negotiate effectively with clients and stakeholders based on a clear understanding of desired outcomes.

Interested parties are invited to complete the nomination form attached.

What you need to do

Please complete and return the attached nomination form to AdminSeniorCurriculum@qcaa.qld.edu.au by close of business 1 February 2016.

Finding out more

Please email Jeff Thompson at Jeff.Thompson@qcaa.qld.edu.au or phone 3864 0260.

Jacqueline Wilton
Director, Curriculum Services

Nomination form

Senior syllabus expert writing teams

Please print and complete all five sections of the form, including the attachment required in Section 4 Part 1.

Once complete, scan and return to AdminSeniorCurriculum@qcaa.qld.edu.au marked 'Attention: Jeff Thompson' by close of business 1 February 2016.

1. Your details

Title		Family name	
Given name/s			
Position			
School/ Organisation			
Telephone		Work	
			Mobile
Email			
Postal address			

2. Meeting dates options

In selecting an option, you are agreeing to be available for the dates indicated.

Option 1	Option 2	Option 3
4–8 April 2016	6–8 April 2016	19–20 March 2016 *
4–8 July 2016	16–17 April 2016	16–17 April 2016
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* Please note: additional work on Draft 1 will be specified for completion in your own time. You will be paid the equivalent of 7¼ hours for that work. The completed work must be returned to your team leader by 11 April.

Please tick the appropriate boxes below:

	Option 1	Option 2	Option 3
I am available to attend on these days	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
My first preference is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Writing team nomination

Consider the writing team requirements. Please list, in order of preference, the subjects you currently teach and for which you would like to nominate for writing team membership.

Note that you can only be a member of one writing team.

Preference	Senior curriculum area
1	
2	

4. Experience

Part 1

Attach a brief outline of your experience in teaching, curriculum planning and writing in this syllabus (maximum 2 pages).

Part 2

In the space below, outline two or three important considerations for the redevelopment of senior syllabuses and explain how they will influence development in your chosen syllabus (maximum 600 words).

5. Referees

Referee 1

Name	
Position	
School/Organisation	
Telephone	
Email	

Referee 2

Name	
Position	
School/Organisation	
Telephone	
Email	

6. Learning Area Reference Group nomination

I would like my nomination to be considered for the relevant Learning Area Reference Group (please refer to Memo 060/15).

Yes

No

Please return this form by close of business 1 February 2016 to:

Email: AdminSeniorCurriculum@qcaa.qld.edu.au

Attention: Jeff Thompson