

TASC

TLO Training Session

—

Term 1, 2025



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Keepers of the Land

TASMANIAN ABORIGINAL EDUCATION — INVESTING IN OUR FUTURE

Aboriginal Program Research
Department of Education and the Arts, Tasmania

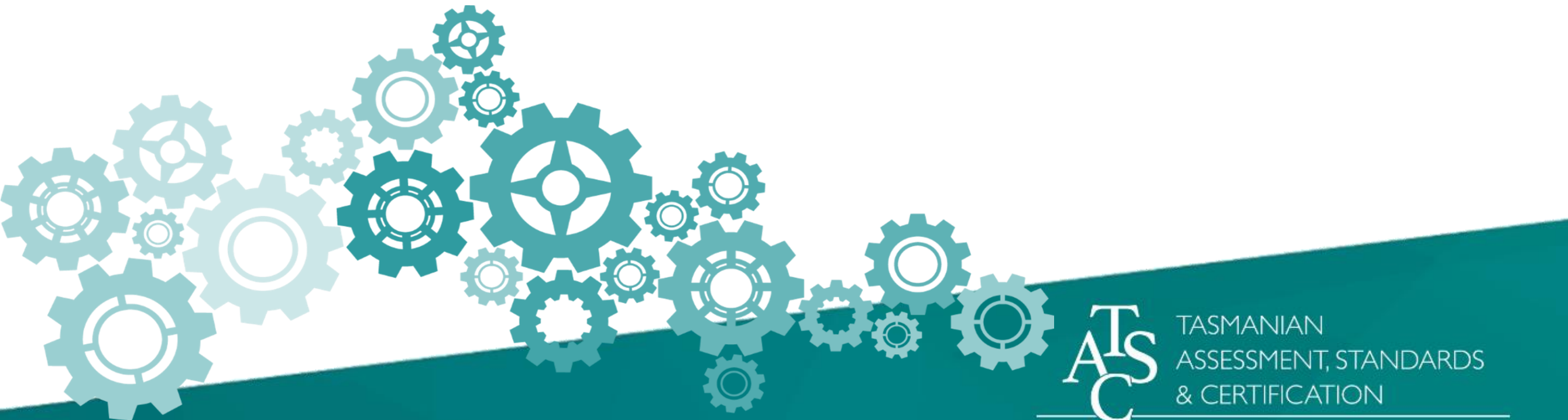
Acknowledgment of Country



WELCOME!

A range of people in the audience today:

- Brand new TLOs and ‘oldies but goodies’
- TASC rep
- SSP staff



TASC

TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Senior Secondary Provision

- Sandra Guerzoni, Sarah Atkinson based in the South
- Olivia Skirving - North and Northwest
- Secondary Provision (formerly Years 11 and 12 and Years 9-12 Learning)
- Our Business unit is also responsible for curriculum, regional partnerships, transition and career education
- We also collaborate with the Vocational Learning business unit
- Through Regional Partnerships we support senior secondary leaders and teachers with:
 - Enrolments
 - TASC requirements
 - Attainment and data
 - Navigating the YPD
 - VLT

Senior Secondary Provision

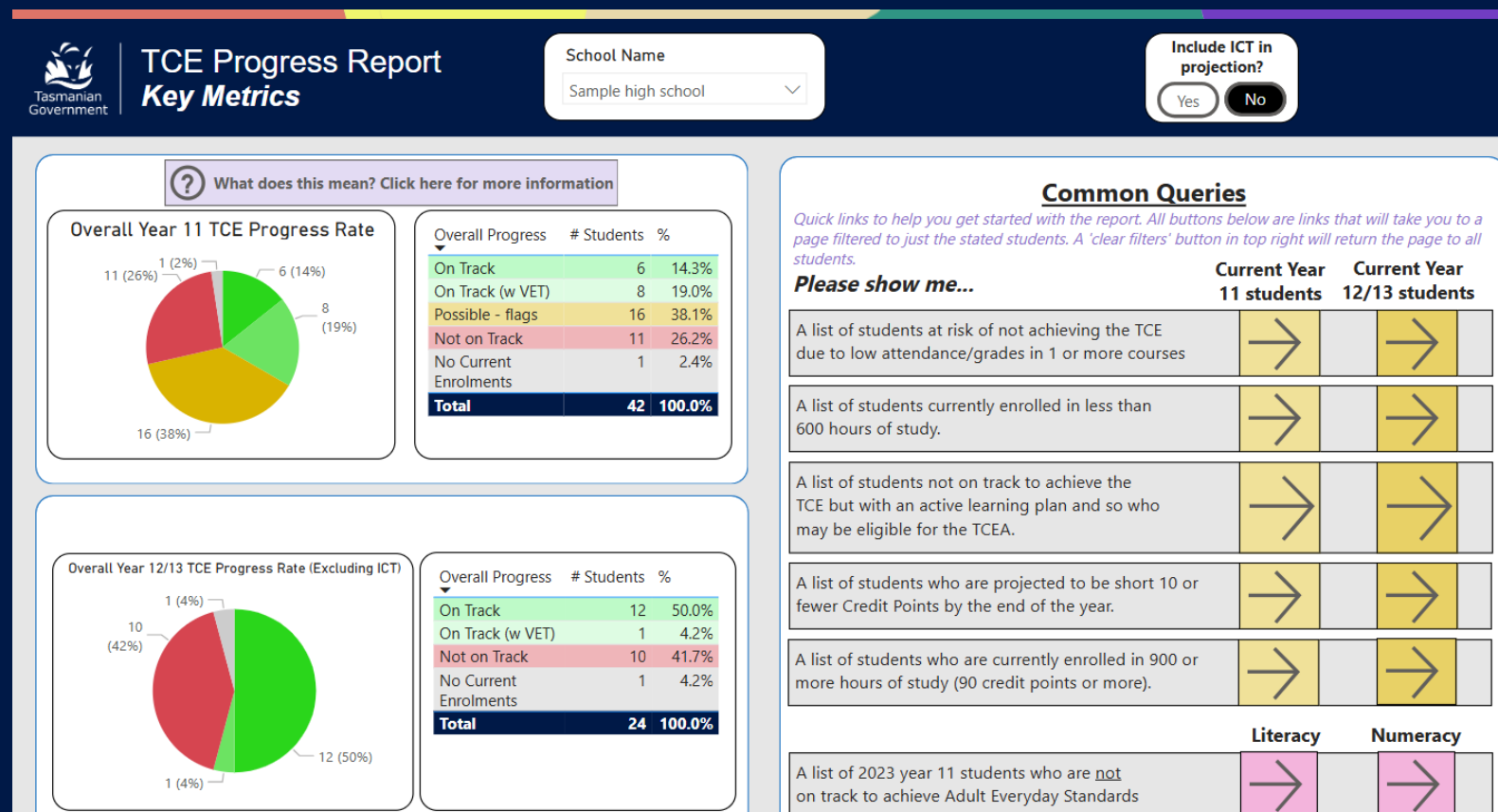
Resources:

Canvas Course – Years 11 and 12

Term Planners (Years 11 and 12)

TCE Progress Report Power BI

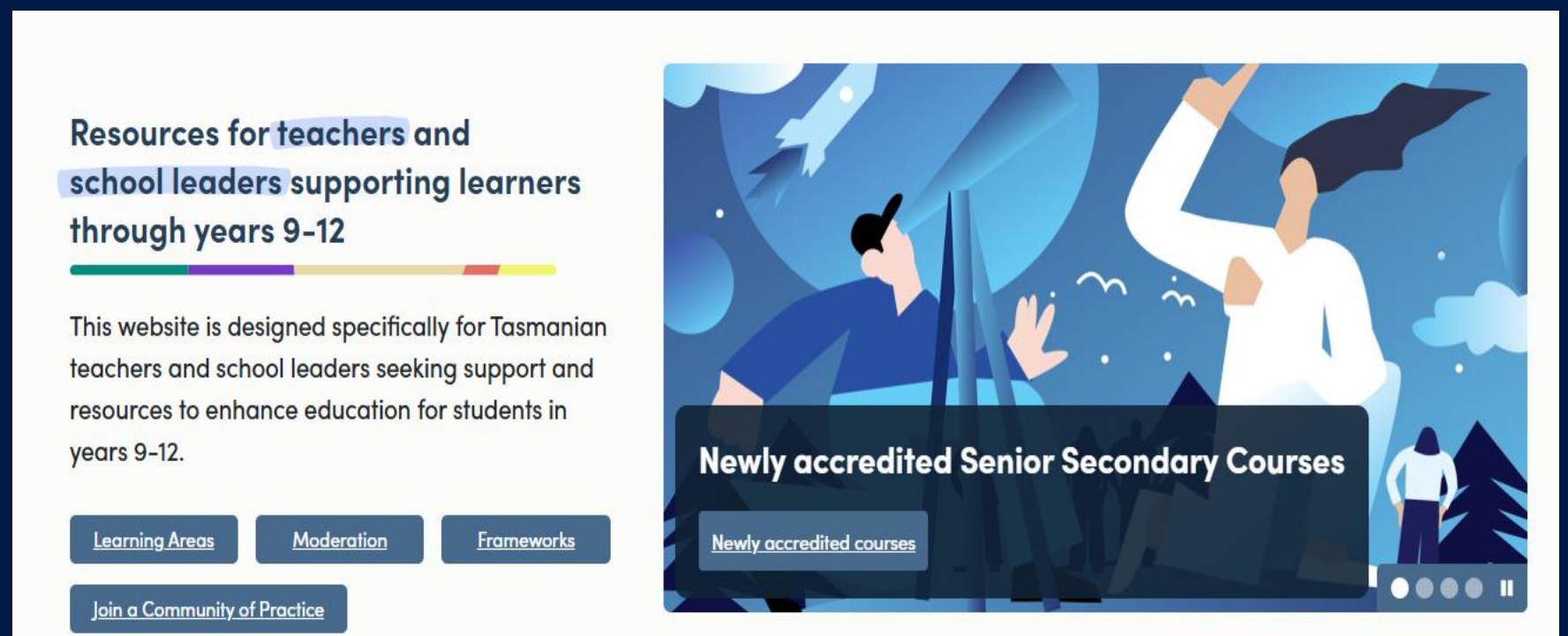
- Drop - in sessions March 5 and 26



Senior Secondary Provision

The Curriculum Courses and Assessment Team is responsible for:

- Senior Secondary Curriculum and Assessment
 - working with TASC for course accreditation and recognition of formal learning
- Digital Inclusion
- Complementary Learning Programs in Years 9-12
- Resources - Years 9-12 - Department of Education, Children, and Young People



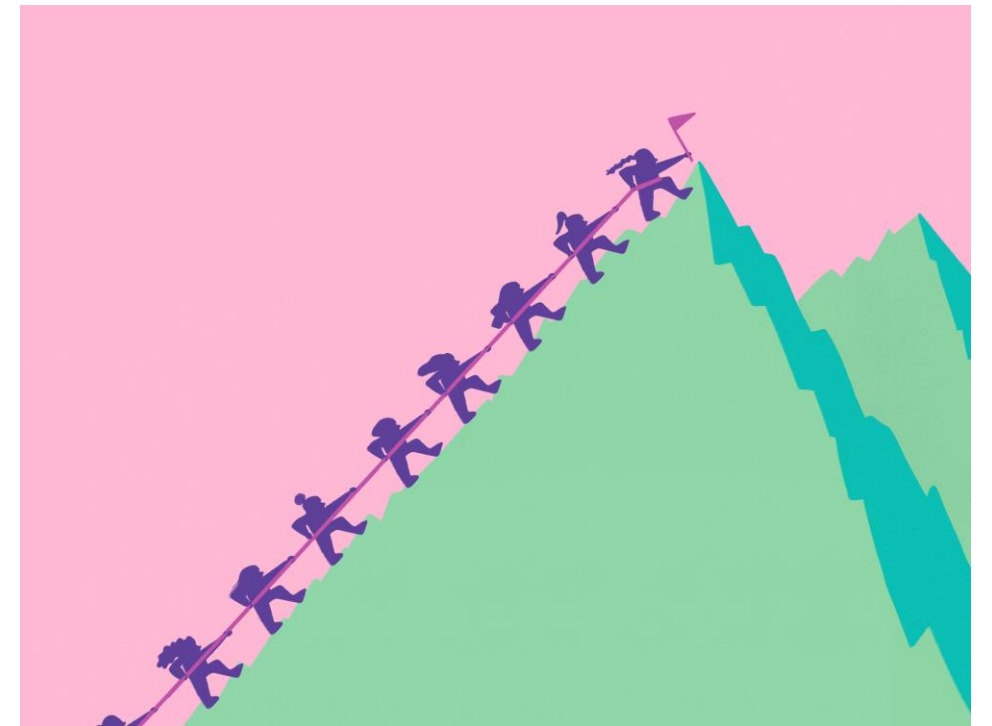
Contact Details

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- Olivia Skirving - 0436 812 968 – Olivia.skirving@decyp.tas.gov.au
- [Communities of Practice - Senior Secondary Provision](#)

Recent IER Final Report identified:

*“The greatest in-school influence on student progress and achievement is **quality teaching**.”*
(December 2024, p.11)

How can TASC help schools & TLOs drive quality teaching, especially educating students about what educational success currently means, including TCE, TCEA, QC and ATAR?



YOUR SURVEY FEEDBACK: BIGGEST CONCERNS

- *Managing RAs and TCEA applications*
- *Not having enough time allocated to the TLO role / workload stress*
- *Not know what all the processes/terminology means – too many acronyms!*
- *Supporting staff to access course information and requirements*
- *Which communication platform: distribution of information (emails vs TRACS)*
Some TASC stuff comes via email, others via TRACS. TRACS is preferred.
- *Using TRACS*
- *I have no idea what I need to do!*
- *Not having the appropriate policies in place and not knowing where to start!*
- *Maintaining compliance, understanding audits and QA*
- *Tracking student progress towards achieving TCE*
- *Stuffing up and it affecting my students.*
- *Missing important dates*

ACRONYMS SHEET

These sheets are on tables – how many do you already know?

Hopefully by the end of the session, you will know ALL of them, and how they fit into your work as TLO.

ACRONYMS QUIZ

What do they stand for?

TASC	
TLO	
ATAR	
TE	
TCE	
QC	
NoE	
TCEA	
DECYP	
SSP	
IST	
CET	
TRACS	

AGENDA

What is
TASC &
what's the
TLO role?

Communication
with TASC

Assessment

Reasonable
Adjustments

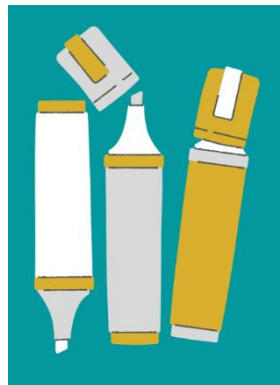
TASC
Standards
and
Quality
Assurance

TASC
Qualifications
and
Certification



TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

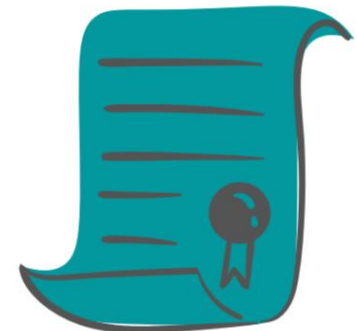
TASC = Tasmanian Assessment, Standards and Certification



ASSESSMENT



STANDARDS



CERTIFICATION

[About TASC](#)

TASC Values

- ✓ EQUITY
- ✓ LEARNING
- ✓ INTEGRITY
- ✓ CONNECTION



Our purpose

To provide relevant, high-quality certification that supports all learners through senior secondary education and life beyond.



TASC Office:

- ✓ **17** people, with 6 being part time
- ✓ We have **91** provider schools around the state
- ✓ We oversee **199** courses (including Prelim, Level 1, 2, 3, and 4, HAP/UCP, RFL)



TASC COURSES

LEVEL 3


15
TCE
CREDIT
POINTS

 **COURSE CODE**
MTG315123

 **COURSE SPAN**
2023 — 2027

 **READING AND WRITING
STANDARD**
NO

 **MATHEMATICS
STANDARD**
YES

 **COMPUTERS AND
INTERNET STANDARD**
NO

♥ Add to course plan

Course delivery times indicate the size of the course

- **1 point = 10 hours of course delivery**
- **15 points or 150 hours**
- **10 points or 100 hours**
- **5 points or 50 hours**
- The size of a course can be found in the course code, e.g. MTG315123 = 15 hours course delivery
- **A PDF and DOCX (new) version of each course can be downloaded from the course page *as a point in time version only.***

TASC COURSES

You can choose TASC accredited courses, [Vocational Education and Training \(VET\)](#), [recognised formal learning](#) or a combination of these to make up your program of study to achieve [TASC qualifications and certificates](#). Use the [TCE course planner](#) to check your program of study meets the TCE standards.

[How to find a course >](#)

199 COURSES A-Z Courses More information	16 COURSES English More information	16 COURSES Health and Physical Education More information	33 COURSES Humanities and Social Sciences More information
44 COURSES Languages More information	14 COURSES Mathematics More information	12 COURSES Mixed Field More information	14 COURSES Science More information
26 COURSES Technologies More information	24 COURSES The Arts More information	54 ITEMS UTAS - High Achiever Program More information	14 ITEMS UTAS - University Connections Program More information
121 ITEMS Recognised Formal Learning More information	58 COURSES Everyday Adult Standard Courses More information		

Use the TCE Course Planner to check if you are on track to achieve the TCE with your studies

Check with your school which courses they are offering, or use the [Year 11 and 12 Course Guide](#) to see the courses on offer at schools across Tasmania.

Use the TCE course plan tool to see the number of TCE credit points you could achieve for your program of study and if your selected courses will meet the 'everyday adult' [TCE standards](#). The tool shows the TCE credit points and everyday adult standards for current year courses.

To share or save your TCE course plan, hit the share button and copy the URL for your plan. You can then email, save or share via social media.

Calculating TCE credit points for VET units

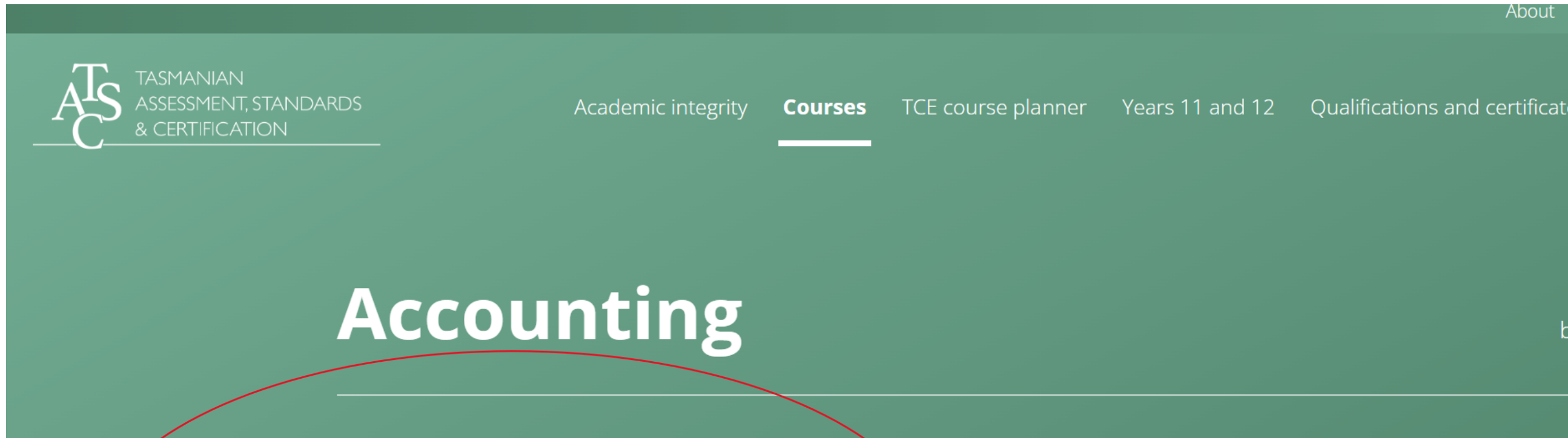
To work out the total number of TCE credit points for a VET qualification, use the 'VET Units' tab to add each of your VET Units into the planner. For step-by step information, see [TCE Course Plan – VET](#).

The screenshot displays the TCE Course Planner interface. At the top, there are tabs for TASC, RFL, UTAS, VET Quals, and VET Units. The VET Units tab is active. Below the tabs is a search bar labeled 'Search by course name or code...' and a filter button labeled 'Filter by study area or difficulty'. The main area shows a list of units under the heading 'ENGLISH'. Two units are listed: 'TASC • Level 1 • ENT115123 English Inquiry' with 15 TCE credit points, and 'TASC • Level 1 • EAL115114' with 15 TCE credit points. Each unit has an 'Add to plan' button with a plus icon. On the right side, a panel titled 'Your TCE course plan' shows a total of 0 TCE credit points. Below this, it lists VET qualifications: 'VET • Certificate II • SIT20122 Certificate II in Tourism' and 'VET • Certificate III • SRF30206 Certificate III in Fitness'. Under the heading 'VET | U', it lists 'VET | U • 023/04 Address customer requirements' with 2 TCE credit points.

Unit	TCE Credit Points
TASC • Level 1 • ENT115123 English Inquiry	15
TASC • Level 1 • EAL115114	15

Qualification	TCE Credit Points
VET • Certificate II • SIT20122 Certificate II in Tourism	0
VET • Certificate III • SRF30206 Certificate III in Fitness	0
VET U • 023/04 Address customer requirements	2

TASC COURSES – CLEAR YOUR CACHE!



About

Accounting

This course is current for 2025.

Financial matters affect every member of our society

Through engagement with Accounting Level 3, learners develop an understanding of the fundamentals on which accounting and financial management are based. In our current economic environment, where small businesses are the largest employers, many learners will find themselves self-employed or working in small business and there is a high probability that they will have to engage in some form of accounting practice. Small businesses account for almost 96 percent of the count of all actively trading businesses and 46 percent of total private sector industry employment (Department of Industry, Innovation, Science, Research and Tertiary Education (2012) Australian Small

TASC RECOGNITION COURSES



Australian

Music

Examinations

Board



PADI



**ROYAL
ACADEMY
OF
DANCE**



PONY CLUB
AUSTRALIA



AUSTRALIA



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& CERTIFICATION

VET

Students can include Vocational Education and Training (VET) in their study programs for meeting the **Participation and Achievement Standard** of the TCE (if awarded competency).



TASC recognises any VET that is:



Nationally recognised and listed on the National Register of VET (training.gov.au)



Delivered, assessed and reported by Registered Training Organisations (RTOs)



Delivered and assessed in accordance with the VET Quality Framework

VET

- How many points a student is eligible to receive is dependent on how the relevant qualification being delivered by the RTO has been packaged
- Once you know the **units of competency** that make up the qualification, you can calculate total points using the **TCE Course Planner**



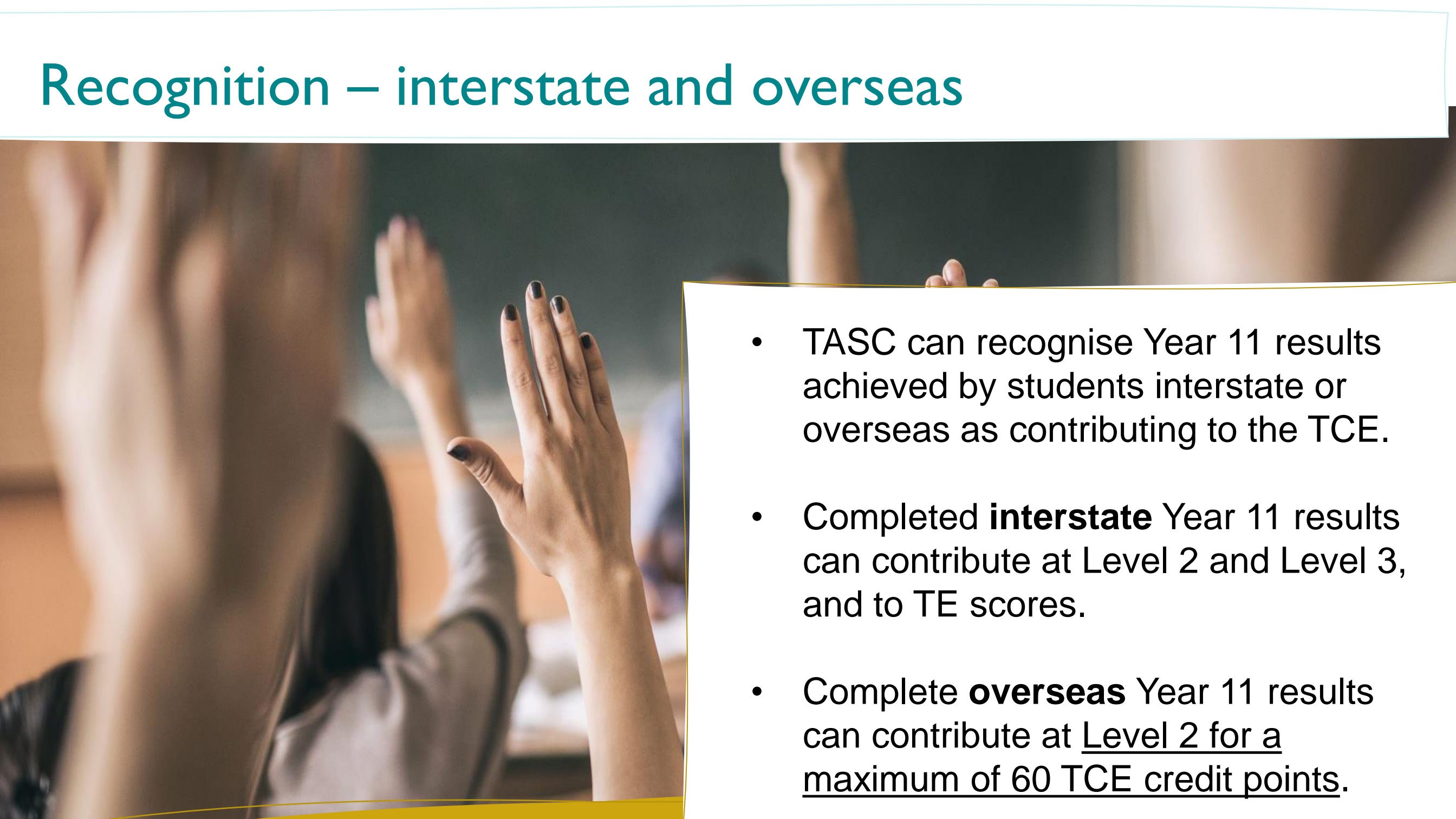
As a general rule:

Cert 1 ≈ 15 points

Cert II ≈ 30 points

TASC	RFL	UTAS	VET Quals	VET Units
Search by course name or code...				
Please, search or filter to narrow your results.				
2 CREDIT POINTS	VET U • 023/04 Address customer requirements			
2 CREDIT POINTS	VET U • 023/03 Address legal and administrative requirements			
0 CREDIT POINTS	VET U • 20328 Address legal and administrative requirements			
0 CREDIT POINTS	VET U • 4R01 Apply Advanced Skills in Reading Comprehension			
0 CREDIT POINTS	VET U • 4W02 Apply Advanced Skills in Written Expression			
0 CREDIT POINTS	VET U • 4O05 Apply Advanced Skills to Communication (Oral/Speaking)			
0 CREDIT POINTS	VET U • 4U03 Apply Advanced Skills to English in Use - Integrated Skills			

Recognition – interstate and overseas

- 
- TASC can recognise Year 11 results achieved by students interstate or overseas as contributing to the TCE.
 - Completed **interstate** Year 11 results can contribute at Level 2 and Level 3, and to TE scores.
 - Complete **overseas** Year 11 results can contribute at Level 2 for a maximum of 60 TCE credit points.

TASC Liaison Officer (TLO) role

TASC LIAISON OFFICER (TLO)



STATEMENT OF DUTIES

THE ROLE

To manage and support the administrative, policy and procedure requirements outlined in the [TASC Standards for Providers](#), within a given school.

The role lends itself to persons who work well collaboratively, practise timely, open and transparent communication, and possess a supportive nature.

PRIMARY DUTIES:

TLOs are required to have an understanding of and manage/support the creation of school-based processes and procedures to meet TASC requirements, as outlined in the [TASC Standards for Providers](#).



TLOs oversee completion of access requirements to TASC courses where required, such as English as an Additional Language and/or Dialect (EALD).



TLOs coordinate the progression of students towards educational outcomes as required for the Tasmanian Certificate of Education (TCE) and the Tasmanian Certificate of Educational achievement (TCEA), including but not limited to providing opportunities for students to access the Everyday Adult Standards.



Student access to Reasonable Adjustments (RA) for external assessment.



TLOs support the external assessment program, such as oversight and management of: reasonable adjustment requirements such as assistive technologies, equipment and other resources as required, support and oversight of the Conduct Review Committee, and inspection process.



TLOs support schools and teachers to participate in TASC Quality Assurance requirements as outlined in TASC documentation.



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& CERTIFICATION

AGENDA

What is
TASC &
what's the
TLO role?

Communication
with TASC

Assessment

Reasonable
Adjustments

TASC
Standards
and
Quality
Assurance

TASC
Qualifications
and
Certification



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From Registration to Resulting – a year with TASC

A TLO's role covers the following stages, **from beginning of year** to the end:

- Registration & submitting your School Scope (Feb)
- Ensuring enrolments are accurate (any additional [Pre-Year 11 enrolments](#) outstanding?)
- Tracking student progress (TCE progress and Everyday Adult Standards tests)
- QA requirements – provider, focused and desktop audits, QA Regional Workshops and QA Meetings
- Reasonable adjustments (where relevant)
- Student Declarations
- Managing external exams/centres
- Submitting internal ratings
- Managing internal rating appeals
- Verification processes of internal ratings
- ICT recognition (where relevant)
- Follow up of student results (Dec)

COMMUNICATION WITH TASC



Your fortnightly update | 18 February 2025

The *TASC Update* is a fortnightly newsletter **emailed** to Principals and TLOs & also published on the [*TASC Update*](#) page.

Issues feature:

- reminders about upcoming due dates and TASC events
- information about TASC policies and processes
- links to resources for schools/students
- 'Take the Stand' articles.

COMMUNICATION WITH TASC

TASC Update

Principals and TASC Liaison Officers

Your fortnightly update | 18 February 2025

The TASC Update is organised into the following sections:

- **SCHOOL & STUDENT SUPPORT**
- **COURSES**
- **EXTERNAL ASSESSMENT**
- **QUALITY ASSURANCE**
- **RESULTING & CERTIFICATION**
- **POSITIONS AVAILABLE**
- **KEY DATES**

New items in this issue:

- **NEW** Suite of Student Factsheets – Understanding TE Scores, ATAR Calculation and Course Scaling
- **NEW** Student Course Movement Closing Dates
- External Assessment Specifications Advisory Panel (EASAP) outcomes
- 2025 TASC Quality Assurance Meetings
- Recognising a Student's Formal Learning.



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& CERTIFICATION

COMMUNICATION WITH TASC

Consider using a 'key' to add to each *TASC Update* item:

- **FYI** – All teachers of Level 3 and 4 courses
- **ACTION** – All teachers of Level 2 TASC courses
- **ACTION**: All teacher of TASC courses with folios and practical external assessments
- **ACTION**: Teachers of x courses (and type in the relevant subject teachers)
- **FYI**: LALs and specific teachers of Level 2 courses
- **ACTION**: TLO to follow up with students (or certain teachers)
- **ACTION**: all teachers – please communicate with [your name], TLO

COMMUNICATION



TASC KEY DATES | EVENTS

Events for February 2025

EVENTS IN

2/2025

SEARCH

Keyword

FIND EVENTS

VIEW AS

Month

[Events Archive - TASC](#)

« January March »

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 NIAL Courses – Applications Open	28 TASC Outstanding Achievement Awards Ceremony Registrations for Term 1 Online Tests Open	29	30	31 Setting Examiner Applications (Round 1) Close	1 Setting Examiner Applications (Round 2) Open	2
3 Second Round Written Exam Inspection Applications Close Today	4 TASC Update Released Today	5	6 Term 1 Begins	7	8	9
10	11	12	13	14 School Registration with TASC Closes Registrations for Term 1 Online Tests Open	15	16

Focus Areas by Term

This is for general reference only and is not a comprehensive listing of all responsibilities under the Standards for Providers set under the *Tasmanian Assessment, Standards and Certification Act 2003*.

School:



Teacher:



YEAR ROUND	Term 1	Term 1 continued...
<ul style="list-style-type: none"> Keep lesson-by-lesson attendance records (in-class and logbooks/timesheets for outside class). Keep accurate and up-to-date student enrolment details in TRACS. Manage student movement between courses. Ensure the school policy regarding how course content and work requirements of courses is understood and practiced by all staff. Keep full and up-to-date assessment records for each course on an official and centralised system. This includes having articulated final internal assessment methodologies that clearly indicate how final judgements are made for each criterion. Use a centralised location for storage of assessment records to ensure they are protected from unauthorised access or loss. 	<ul style="list-style-type: none"> Registration and scope of courses: <ul style="list-style-type: none"> Register annually with TASC to deliver TASC-accredited courses. Register the school's scope of courses in TRACS as part of the school registration process. Teaching and assessment of TASC-accredited courses: <ul style="list-style-type: none"> Access the current course document, and plan the delivery and assessment of the course, including scope and sequence and assessment matrix (and unit/lesson plans, as appropriate). Check all enrolled students meet any Access and Work Requirements for each course. Ensure there is a variety of assessment methods used. Develop marking guides/tools for consistency of assessment. 	<ul style="list-style-type: none"> Check that planned individual assessment tasks clearly note the criteria (and standard elements, if appropriate) to be assessed. Ensure the school's application of the TASC Academic Integrity Policy is actively used in classroom practice and course delivery and that all students understand: <ul style="list-style-type: none"> the academic integrity requirements of their courses how internal breaches are handled how late submission of work is managed. Submit materials to TASC for desktop audit as per the course requirements (<i>Work Readiness Level 2, Project Implementation Level 2 and Student Directed Inquiry Level 3</i>) by the due dates. Participate in Regional Quality Assurance Workshops and Desktop Audits of courses/providers as selected by TASC.
Term 2	Start of Term 3	Late Term 3 & 4
<ul style="list-style-type: none"> Ensure unexplained absences are appropriately managed and students with prolonged absences are supported to catch up with their learning. Focus on internal moderation, ensuring all course standards are consistently applied to maintain reliability and comparability of internal assessments. Monitor the development process of student folios (for relevant Level 3 courses) to ensure the teacher has sufficient knowledge of each individual student's work and 'voice' as the basis for signoff of folio authenticity. 	<ul style="list-style-type: none"> Continue to include information from the Academic Integrity Guide in discussions and course work and check the integrity of student work submitted for assessment. Make enrolment changes in TRACS before the course movement closing dates. Maintain awareness of, and respond to, data and analysis, including feedback from TASC Quality Assurance Meeting Reports, Level 3 & Level 4 internal/external rating data, and Moderation Days. Plan for and participate in TASC Quality Assurance Meetings for the selected courses, being fully prepared with all required student bodies of work and relevant Record Sheets. 	<ul style="list-style-type: none"> Complete any reviews of the academic integrity of folios before submission to TASC for external assessment. Provide students with their final internal ratings to sign off prior to submission via TRACS. Complete any requested review of internal ratings in a fair and just manner. Ensure accurate records of the process and stored securely. Ensure all final internal ratings are reported to TASC and verified before the due dates in Term 4.

TAKE THE STAND

Actioning the Standards for Providers of TASC Courses



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& CERTIFICATION

Focus Areas by Term | Version 1.0 – Feb 2025

COMMUNICATION

Focus Areas BY TERM - (tasc.tas.gov.au)



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& CERTIFICATION

COMMUNICATION

TASC TLO and Principal Forums 2025

We look forward to meeting with you in 2025 at our online TLO and Principal forums.

Attendance is strongly encouraged for **all TLOs**. Forums allow TLOs to access key reminders/updates to pass on to their school, pick up handy hints, ask questions and learn from others performing the same role.

Term 2 – Thursday 8 May (Week 2) | 3:30 pm – 4:00 pm – [MS Teams link](#)

Term 3 – Thursday 31 July (Week 2) | 3:30 pm – 4:00 pm – [MS Teams link](#)

• *Exam timetable information session:* Thursday 28 August (Week 6) | 3:30 pm – 4:00 pm – [MS Teams link](#)

Term 4 – Thursday 16 October (Week 1) | 3:30 pm – 4:00 pm – [MS Teams link](#)

Materials from previous TASC forums and events can be found on the [TASC forums and information sessions](#) page.

COMMUNICATION

TRACS → TASC's Reporting, Assessment & Certification system



Log on and
check your
notifications.

A screenshot of the TRACS login page. The page has a teal header with the TRACS logo and tagline on the left, and the TASC logo and name on the right. The main content area is white and contains a "WELCOME TO TRACS" heading, followed by the tagline. Below this is a paragraph about the system's purpose, followed by sections on "Data management and integrity", "Login and security", and "Enquiries and help". At the bottom, there is a login form with a text input field labeled "ENTER USERNAME *" and a blue "Next" button. Below the form, there is a section titled "Need help logging in?" with instructions for government schools and Catholic/Independent schools.

[TRACS - Portal \(tasc.tas.gov.au\)](https://tasc.tas.gov.au)

COMMUNICATION

TRACS

► What is TRACS?

TASC and schools use this system to communicate with each other.

IT IS THE PREFERRED METHOD! Avoid emailing please!

TRACS simplifies various processes, including:

- school registration and scope submission
- managing student data (such as enrolments and course ratings)
- submitting various requests/applications (eg. Reasonable Adjustments, TCEA, exam centre requests)

► What should I look out for in TRACS?

- 1) The **bell icon at top right**. If TASC sends you a message, a white number in a red circle will appear over this icon. The new correspondence also appears under 'Correspondence' on your Home Page.
- 2) Watch 'Upcoming Events' on the Home Page for TRACS-based actions you may need to take.



Check TRACS regularly (AT LEAST once a week!) to avoid missing important messages.

TRACS Staff Roles – Reminder

Keep your school's staff role information in TRACS up to date so that TASC knows who to contact. This helps to resolve matters efficiently and supports student privacy.

DECYP Providers

The Principal, school Business Manager, ITS staff members or other MyLogin Officers can update roles in [MyLogin](#). For example, if someone is no longer acting as a TLO for your school, select the person's name (the user) and remove this role. DECYP has a self-help article on [MyLogin Identity Management](#). Changes made in MyLogin will flow through into TRACS (this may take 24 hours to process).

Catholic / Independent Providers

Any staff member with the relevant level of TRACS access (e.g. TLO, Principal or Principal Delegate roles) can update your school's staff contacts in TRACS:

- Log into the [TRACS Portal](#) and navigate to the *Provider* dropdown.
- Select *Contact Info*, then navigate to the *TASC Contacts* tab.
- From this page you can edit staff roles, as well as add and delete contacts.

Roles Matrix in TRACS

	Principals	Teachers	TLO	TRACS – School Administrator
Class	Add, Read, Search, Update, Upload	Read, Search	Add, Read, Search, Update, Upload	Add, Read, Search, Update, Upload
Course	Read, Search	Read, Search	Read, Search	Read, Search
Document	Read, Upload	Upload	Read, Upload	Read, Upload
Event Calendar	Read	Read	Read	Read
External Assessment Result	Read	Read	Read	Read
Internal Assessment Result	Read, Update	Read, Update	Read, Update	Read, Update
Internal Rating Report	Read	×	Read	Read
Provider Report	Read	×	Read	Read
Restricted Document	Download, Read, Upload	×	Upload	Upload

Roles Matrix in TRACS

	Principals	Teachers	TLO	TRACS – School Administrator
School	Read, Update	×	Read, Update	Read, Update
School Registration	Read, Update	×	Read	Read
School Scope	Delete, Read, Update	×	Delete, Read, Update	Delete, Read, Update
Staff	Add, Delete, Read, Search, Update, Upload	Read, Search	Add, Delete, Read, Search, Update, Upload	Add, Delete, Read, Search, Update, Upload
Student	Add, Delete, Read, Search, Update, Upload	Read, Search	Add, Delete, Read, Search, Update, Upload	Add, Delete, Read, Search, Update, Upload
Student Enrolment	Read	Read	Read	Read
Student Folio	Download, Read, Update, Upload	Upload	Download, Read, Upload	Download, Read, Upload
Student Provision	Read	×	Read	Read
Student Report	Read	×	Read	Read
Task	Read, Update	×	Read, Update	Read, Update
User Account	Update	×	Update	Update

COMMUNICATION

How to Use TRACS

► How Do I Use TRACS?

Instructions on how to use TRACS are available on the [TRACS!-help](#) website. This website provides advice on how to:

- create a TRACS task
- manage school data
- submit Reasonable Adjustment applications
- register your school
- submit your scope.



► What If I Need Further Assistance?

If you need help accessing or using TRACS, feel free to reach out to TASC.

COMMUNICATION

TRACS – what I see

Add Correspondence

TYPE *

<Select a task type>

<Select a task type>

Accreditation Team Enquiries
EALD Applications and Enquiries
Everyday Adult Standards Safety Net Test - Use of Computers and the Internet
Exam Centre enquiries - Assessment
Folio enquiries/extensions
General Administration
Internal rating error
Internal Rating Verification
Nationally or Interstate Assessed Languages (NIAL) Administration
Notice of External Assessment enquiries
Personal Circumstance/Misadventure Application
Personal Circumstance/Misadventure Enquiry
Pre-Year 11 Enrolment Application

► **Choosing the correct ‘Task Type’ is important so the task is directed as quickly as possible to the most appropriate person at TASC.**



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TRACS – why can't I see some task types?

Reasonable Adjustments Application

Reasonable Adjustments Enquiry

Recognition Applications

Special Exam Centre

Student Declaration Exemption Statutory Declaration

TASC COVID-19 Enquiries

TCE Standards paper based test request

TCEA Enquiry

► **Some task types are only available during specific periods**

For example, the TCEA application task type is only visible during the TCEA application submission period.

Note: You can use a TCEA Enquiry 'Task Type' to submit questions.

COMMUNICATION

TRACS – task instructions

- ▶ **These instructions are based on the task type used. They display inside a blue box and provide important information.**

Example: Instructions displayed for the ‘Online TCE Standards Test – Registration – Reading and Writing’ Task Type

DETAILS

Can the 31 students listed on the attached document please be registered for ... [expand notes](#)



Instructions

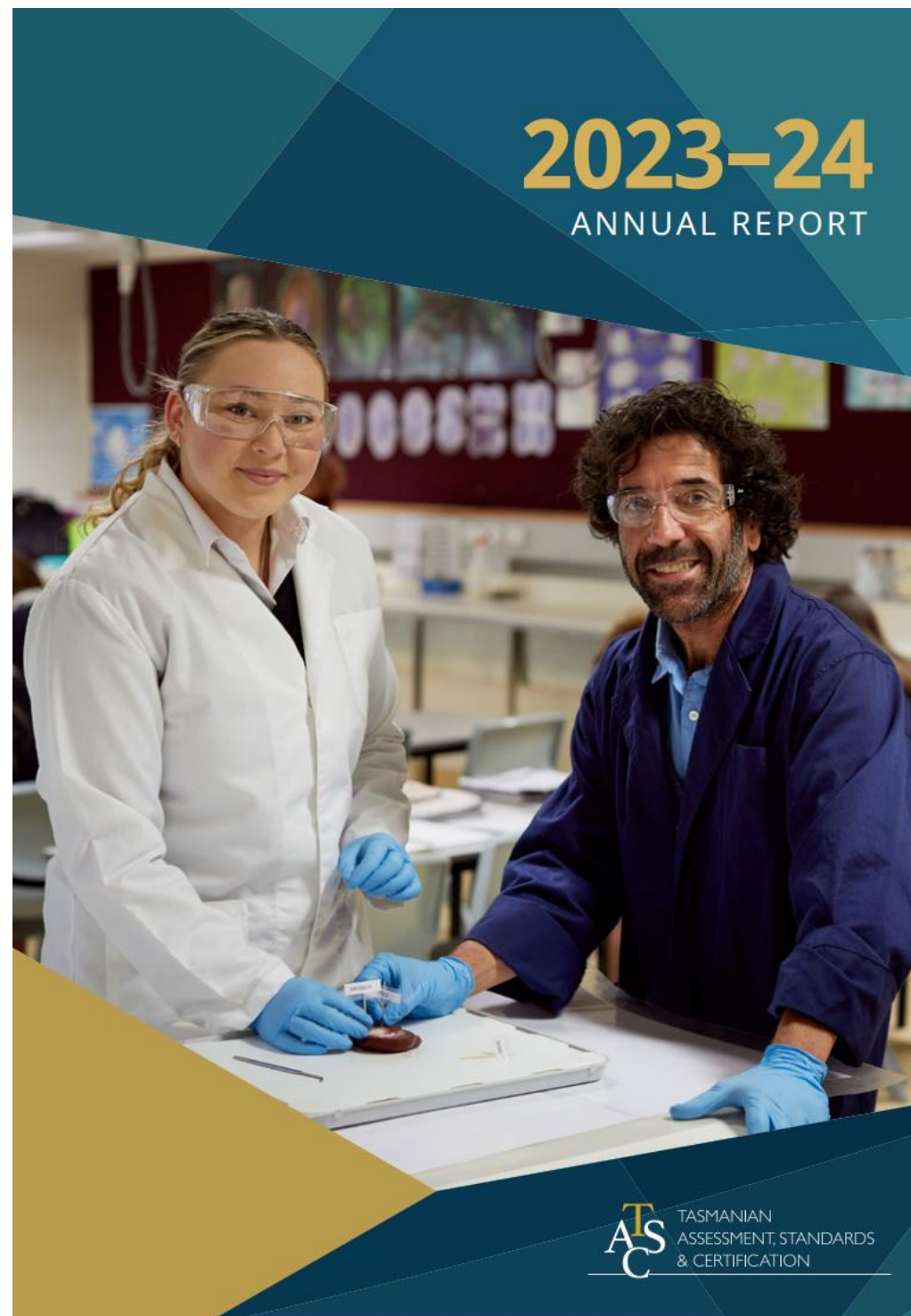
Use this task to register your students for the next online Reading and Writing test.

Search for and add students using the STUDENTS form field. Note that this **must** be done before saving the task.

- The test window for Writing is 26th February - 28th February 2024.
- The test window for Reading is 26th February - 8th March 2024.

Only Year 12 students are eligible for this round.

TASC Annual Report



TASC Annual Report

[illegible]

Learning Area	2022 Course	Course Code	TASC Level ¹	TCE Credit Points ²	Total Students								Preliminary Achievement (PA)	Satisfactory Achievement (SA)	Commendable Achievement (CA)	High Achievement (HA)	Exceptional Achievement (EA)	46	56
						Males ³	Females ³	< Year 10 ⁴	Year 11	Year 12	Year 13	(NN)							
	Economics	ECN3I5II6	3	15	236	148	88	0	28	207	1	2	17	36	118	36	27	78	89
	Geography	GGY3I5I20	3	15	147	71	76	0	15	131	1	7	8	48	60	18	6	12	16
	Modern History	HSM3I5II7	3	15	229	98	130	0	76	153	0	6	20	72	85	19	27	35	52
	Australia in Asia and the Pacific	AAP3I5II6	3	15	28	17	11	0	2	26	0	1	2	4	10	9	2	97	0
	Studies of Religion	REL3I5II6	3	15	155	55	100	0	123	32	0	6	7	33	59	23	27	20	16
	Physical Sciences	PSC3I5II8	3	15	1121	621	498	2	1022	93	4	47	169	304	297	156	148	3	8
Humanities	Australia in Asia and the Pacific	AAP3I5II6	3	15	28	17	11	0	2	26	0	1	2	4	10	9	2	4	2
	Accounting	ACC3I5II6	3	15	142	84	58	0	29	113	0	6	10	39	58	17	12		
	Ancient History	ANH3I5II7	3	15	196	78	117	0	75	120	1	14	19	49	77	17	20		
	Psychology	BHP3I5II6	3	15	521	125	393	0	159	359	3	21	41	137	186	78	58		
	Sociology	BHS3I5II6	3	15	469	110	356	0	176	293	0	18	27	101	210	67	46		
	Business Studies	BST3I5II6	3	15	430	247	183	0	122	308	0	19	50	108	153	71	29		
	Economics	ECN3I5II6	3	15	236	148	88	0	28	207	1	2	17	36	118	36	27		
	Geography	GGY3I5I20	3	15	147	71	76	0	15	131	1	7	8	48	60	18	6		
	Modern History	HSM3I5II7	3	15	229	98	130	0	76	153	0	6	20	72	85	19	27		
	Legal Studies	LST3I5II7	3	15	268	79	189	0	69	199	0	9	19	49	126	47	18		
	Philosophy	PHL3I5II8	3	15	216	85	130	0	57	159	0	6	16	38	106	19	31		
	Studies of Religion	REL3I5II6	3	15	155	55	100	0	123	32	0	6	7	33	59	23	27		
	First Nations Studies	TAS3I5II9	3	15	78	23	55	0	11	67	0	2	10	22	21	16	7		

Break time!



ASSESSMENT - INTERNAL

Many TLO activities relate to assessment. For example, TLOs:

- Manage all internal assessment processes including 'safety net tests'
- Manage mid-year exams
- Work to ensure that [internal assessment](#) data provided to TASC has an adequate level of reliability, validity and fairness.



ASSESSMENT - EXTERNAL

TLOs:

- Work to ensure that external assessment requirements are communicated to students (and teachers) for:
 - Written exams
 - Practical exams
 - Oral exams
 - Folios
- They oversee and support the smooth running of the external exams if their school is an exam centre – liaising with supervisor coordinators, supporting students and following up on absentees
- They ensure all internal ratings are submitted and verified.

Exam Centres



Exam Centre allocations

- TASC will provide schools with a list of their students expected to sit Level 3 or Level 4 exams and the exam centre they are allocated to.

Notice of External Assessment (NoE)

- Printed during the October school holidays after all exam centre allocations, timetable changes have been finalised

Medical Certificates

- Schools need to be aware of information on website and the consultation dates.



NIAL

Nationally or Interstate Assessed Languages (NIAL)

Applications close **Friday 21 March**.

These courses are not taught, so individual students will need to conduct their own exam preparation with the school's assistance

Note: The dates and times for NIAL exams are determined by the interstate jurisdiction coordinating these exam (e.g. NESA, SACE or VCAA), not TASC.

External Assessment – support from TASC

WRITTEN EXAMS:

Tips for Staying Calm during Exams



TASC provides support for students (and you)
during exam time

The background of the slide features a close-up of a person's hand with light skin touching the pages of an open book. The pages are covered in Braille characters. A large, teal-colored circle with a white center is overlaid on the image. A dashed yellow line runs diagonally across the upper left portion of the teal circle. A small, solid teal circle is positioned at the bottom right edge of the large teal circle.

Reasonable Adjustments

Reasonable Adjustments: changes for 2025

TASC is making further improvements to the Reasonable Adjustments application process in 2025, following recent updates in 2024. These changes are part of our commitment to continuous improvement, ensuring students receive appropriate support while streamlining the application process for schools.

From 28 April 2025, schools will be required to submit all Reasonable Adjustments applications via TRACS.

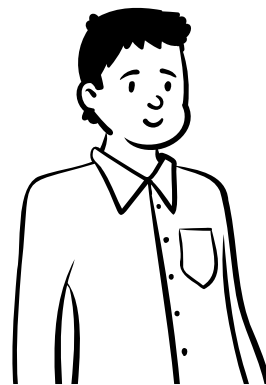
A revised paper-based form will be available from **Friday, 7 March 2025**. This form can be completed by medical practitioners, school psychologists, school counsellors, social workers, or school-based learning support staff/TASC Liaison Officers (TLOs), where applicable.

These updates aim to:

- Enhance clarity for students, parents, and schools on application requirements and supporting evidence.
- Improve application management by aligning the paper-based form with the new online system.
- Ensure a fair and equitable process while maintaining the integrity of external assessments.

For more information, visit our [Reasonable Adjustments page](#).

Reasonable Adjustments Key Dates

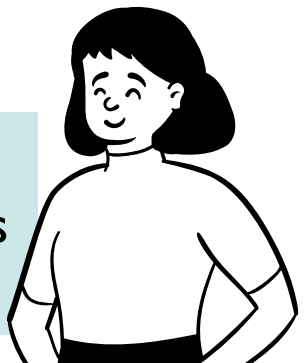


Open Mid-late April

New applications and re-applications can be submitted via TRACS.

April/May

Assessment Team commence processing approvals for re-applications and new applications.



4 July (end Term 2) TBC

Applications for RA1, RA2 and RA4 close.

Reasonable Adjustments: Hints & Tips

- To submit a Reasonable Adjustments application for a student's Level 3 or 4 exams, create a 'Reasonable Adjustments Application' task linked to the *individual* student. (Don't create a task against the school profile or group multiple students in one task).
- Remember to attach the completed (and signed) application form to the TRACS task.
- A 'Reasonable Adjustments Enquiry' TRACS task can be used if you have a more general query (not related to an existing student application).
- Schools need to be mindful of their own resources when they request adjustment, especially with smaller/separate rooms and use of computer adjustments.

RA Application Form

- The Reasonable Adjustments application forms were updated, so please don't use old versions of the form.

Overview of Changes made & in place in 2024:

- There is now a separate form for humanitarian applications (RA4).
- RAI Application form: *Section B: Eligibility* is now broken into three parts. Only one of these parts needs to be completed.
- Refer to the Reasonable Adjustments Fact Sheet for further guidance.



Reasonable Adjustments webpage - [Link](#)

RAI Application Form | Section B: Eligibility

For RAI, you must complete **one** part of the Eligibility section (Section B):

Part 1 – Learning Plan

Completed by a school-based psychologist, social worker or counsellor, with Learning Plan and supporting medical evidence attached.

OR

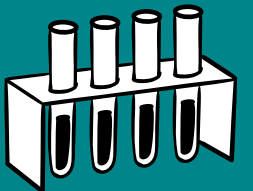
Part 2 – Medical Diagnosis

Completed by a medical practitioner, with medical evidence attached.

OR

Part 3 – School-based Assessment

Completed by a school-based psychologist, social worker or counsellor with supporting documentation provided. If the application relates to a medical condition, details of the original diagnosis must be provided.



QUALITY ASSURANCE

- ▶ TASC conducts quality assurance activities:
 - to maintain and enhance community confidence in the integrity, reliability and validity of qualifications issued by TASC, including the TCE; and
 - to ensure all students have access to comparable learning and assessment opportunities.
- ▶ TASC's relationship is with the school, represented by the principal (and their TLO on day-to-day matters) not with individual teachers
- ▶ Schools deliver TASC courses and assess learning against course criteria/standards.
- ▶ A valuable product of QA processes is the formal identification of opportunities that can inform the continuous improvement of policies, procedures and systems for both course providers and TASC.

THE STANDARDS

TAKE THE STAND

Actioning the Standards for
Providers of TASC Courses



Why have Standards for Providers

[More information](#)

What are the 10 Standards

[More information](#)

Resources for schools

[More information](#)

Take the Stand: Actioning the Standards

[More information](#)

Take the Stand: Planning

[More information](#)

Where do I find them?

**Follow the links on our website:
Teachers –
Quality Assurance –
Standards for Providers**



TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

THE STANDARDS

There are ten (10) Standards required by TASC that schools and colleges registered to provide accredited Tasmanian senior secondary courses must meet:

- Standard 1:** Course providers will ensure that all the knowledge, skills and experiences that comprise a course are delivered to students, and that all stated course requirements are met
- Standard 2:** Course providers will ensure that individual students are exposed to the learning required by a course
- Standard 3:** Course providers will ensure that assessment tools meet the requirements of the course and are valid, fair and equitable
- Standard 4:** Course providers will ensure that accurate assessment records are maintained
- Standard 5:** Course providers will have effective and documented procedures to ensure comparability of the interpretation and application of course standards to the evidence of student work
- Standard 6:** Course providers will have policies and procedures to ensure that any disputes regarding internal assessments are resolved prior to final reporting to TASC
- Standard 7:** Course providers will ensure that students are given explicit learning regarding academic integrity
- Standard 8:** Course providers will have policies and procedures to ensure that any disputes regarding a school's refusal to endorse the academic integrity of externally assessed folios are resolved
- Standard 9:** Course providers will undertake all quality assurance processes required by the Office of TASC
- Standard 10:** Course providers will ensure that their registered scope of courses and associated enrolments are accurate and up-to-date, that they have policies and procedures regarding student movement between courses, and that final reporting to TASC occurs by due dates

WHAT DO THEY MEAN?

WHAT DO I HAVE TO DO?



TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

UNPACKING THE STANDARDS

Standard 1: Course providers will ensure that all the knowledge, skills and experiences that comprise a course are delivered to students, and that all stated course requirements are met

The focus of this Standard is to ensure that a course is delivered and assessed in its entirety, and that any course-specific requirements are met. Course-specific requirements may include:

- Access Requirements - only some students may enrol as it is not designed for all
- Resource Requirements - specialised equipment or resources are needed for the course
- Work Requirements - the course may specify minimal tasks or experiences that students must undertake.

Examples of evidence that Standard 1 is being met

- documents (such as course counselling guidelines or diagnostic tests) demonstrating how a course's Access Requirements are monitored and met
- school has met any Resource Requirements (e.g. specialised equipment required by the course)
- use of the current version of the course document (as per the TASC website)
- documented planning for delivery and assessment of the course
 - scope and sequence (delivery and assessment plans)
 - assessment matrix (may be included with scope and sequence). Any course Work Requirements are included in the assessment plan
- unit/lesson plans.

Possible methods to monitor Standard 1

- school-based monitoring and audits
- TASC desktop-audits
- TASC on-site audits.

← The Standard

← What it means and why it is important

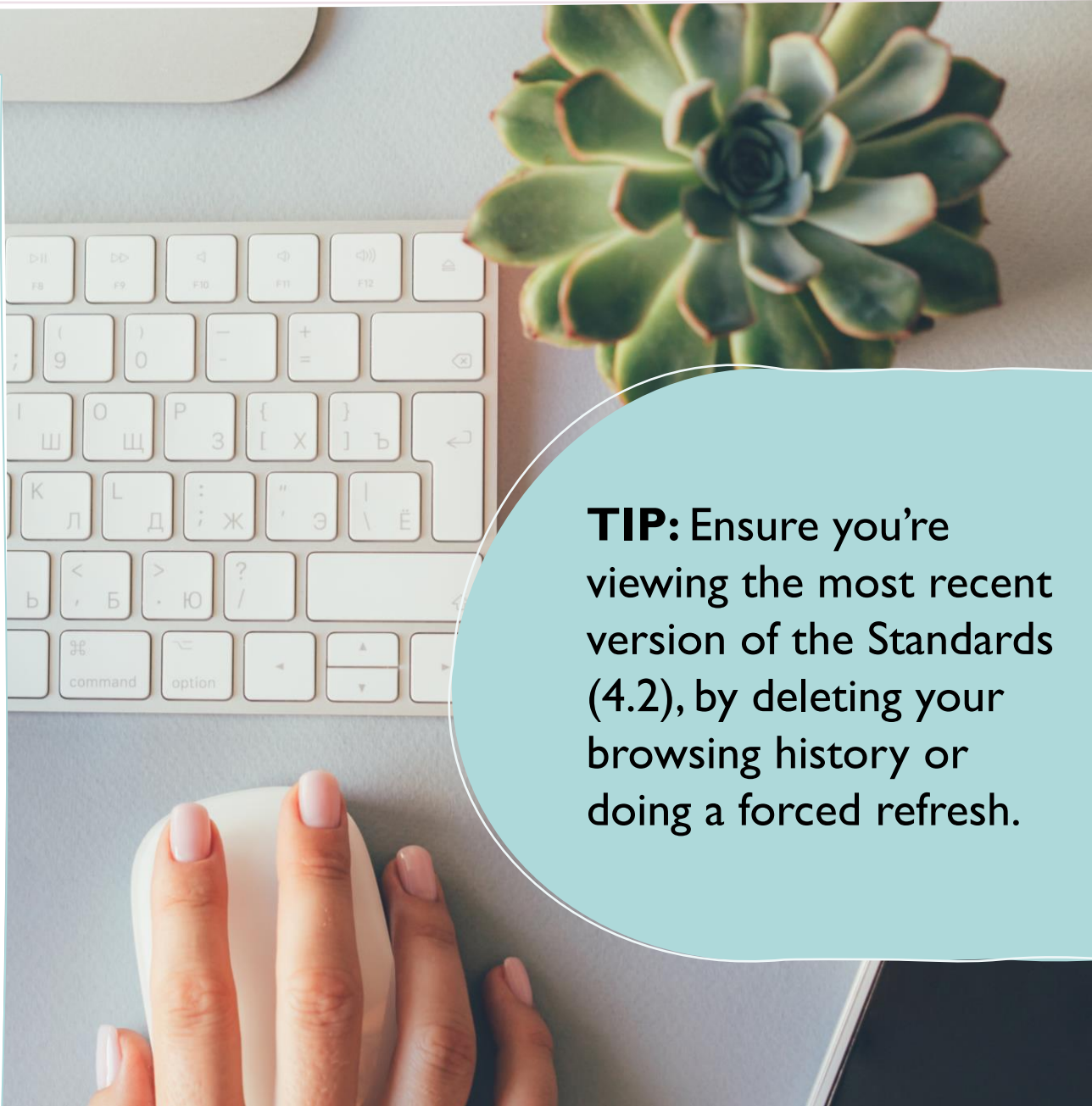
← Examples of what is needed and how you know if you are meeting the Standard

Standards for Providers – What's Changed?

The [Standards for Providers: Provision of TASC-Accredited Senior Secondary Courses](#) have been updated (Version 4.2, January 2025).

Changes include:

- Removal of the '2024 note' on AI text generation and student folio record-keeping, but requirement for course providers to keep sufficient evidence showing progression in the creation and development of a student's folio (Standard 8)
- Final Assessment Rubric changed to Final Assessment Methodology (Standard 6).
- Additional hyperlinks to key content across the TASC website.



TIP: Ensure you're viewing the most recent version of the Standards (4.2), by deleting your browsing history or doing a forced refresh.

SUPPORT



‘Take the Stand’ initiative – ideas and issues explored via *TASC Update* issues.

[Standards for providers - TASC](#)



Ask us!
Raise a TRACS task (Quality Assurance Related)
Email: QualityAssurance@tasc.tas.gov.au

TASC'S QUALITY ASSURANCE MODELS

- ▶ **Desktop Audits:** (materials sent to TASC)
 - **for specific courses**
(e.g., *Work Readiness*, *SDI*, *Project Implementation*)
 - **from selected providers**
 - **in specific cases**
(e.g., late movement between courses, late addition to scope, late reporting of results).
- ▶ **Audits – (for selected schools/courses)**
- ▶ **Regional Quality Assurance Workshops**
- ▶ **Quality Assurance Meetings**
(for selected Level 2 courses held 1-12 September)
 - Meeting Preparation Overview poster [QA-Meeting-Preparation-Overview.pdf](#)
 - 2025 General Information Kit and 2025 course-specific requirements coming very soon to [Quality assurance meetings - TASC](#)
 - Focus areas by terms poster [Focus-Areas-By-Term-Take-the-Stand.pdf](#)

QUALITY ASSURANCE

Resulting information workflow

- ▶ Each year course providers report to TASC learners' final ratings against each course's criteria
- ▶ In Level 3 & 4 courses external assessment ratings are added to internal ratings and award algorithms are applied
- ▶ TASC issues qualifications.

Results and Inspections



Results

- Release Wednesday 17 December (TBC)

Inspections of written exam material

- Open after results are released

Welcome

Communication with
TASC

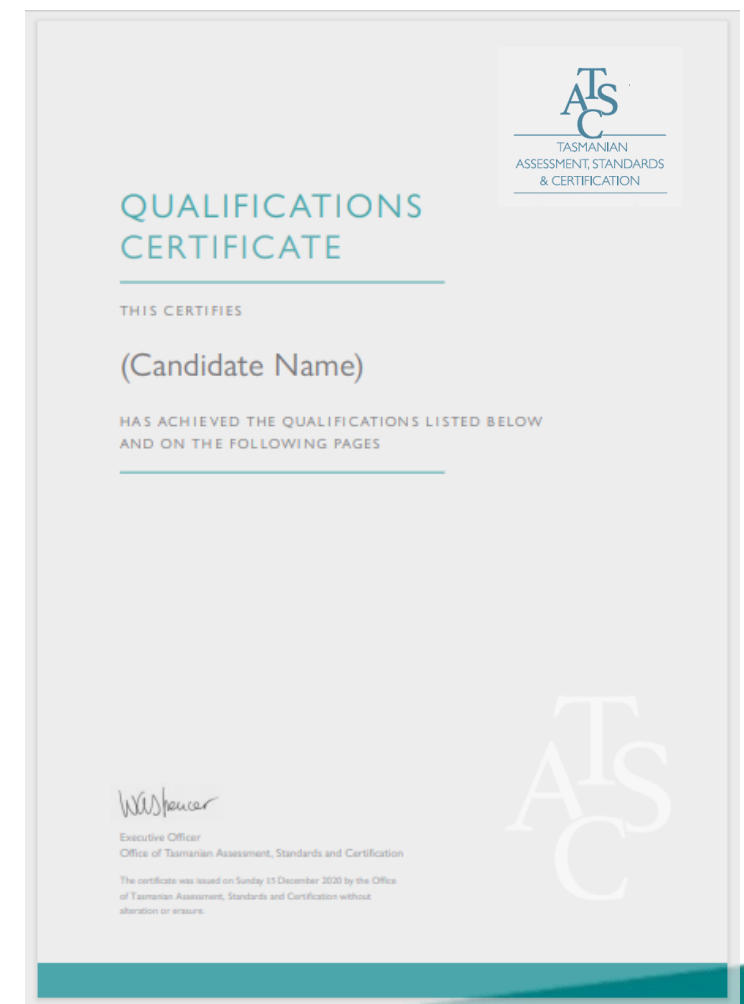
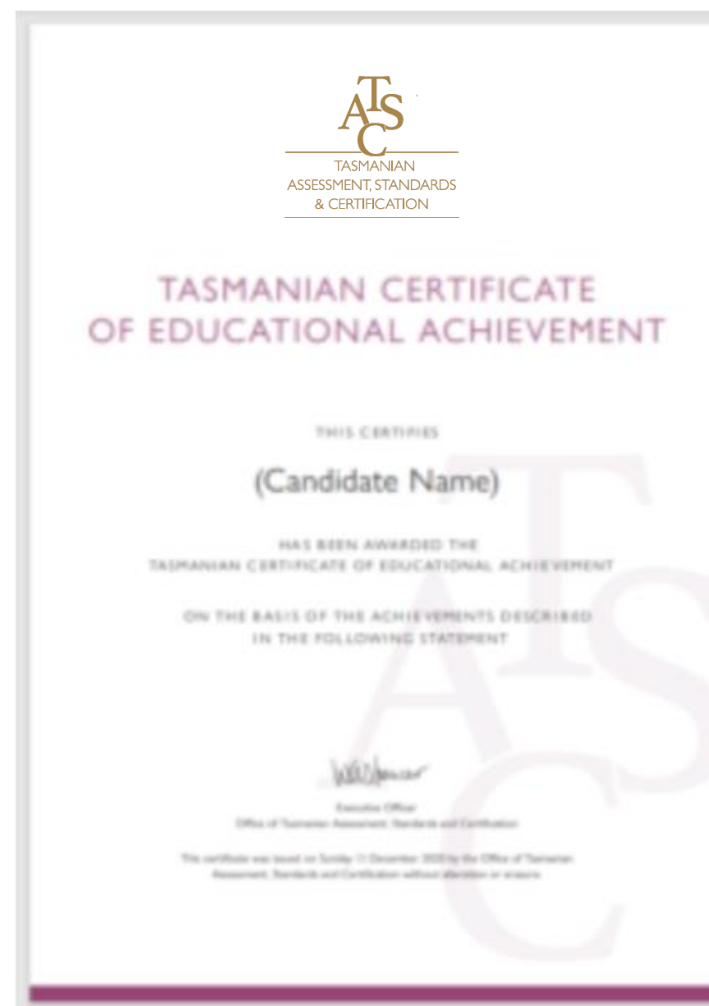
Assessment

Reasonable
Adjustments

TASC Standards
and Quality
Assurance

TASC
Qualifications
and Certificates

TASMANIAN ASSESSMENT, STANDARDS AND CERTIFICATION (TASC) CERTIFICATES



[Qualifications and certificates - TASC](#)

Tasmanian Certificate of Education (TCE)

TCE standards

To achieve the **TCE**, you need to meet all the **TCE** standards:

- **Participation and Achievement Standard:** 120 credit points (with at least 80 credit points in studies at Level 2 or higher).
- **Everyday Adult Standards:**
 - Reading, Writing and Communication (in English)
 - Mathematics
 - [Use of Computers and the Internet.](#)



Welcome

Communication with
TASC

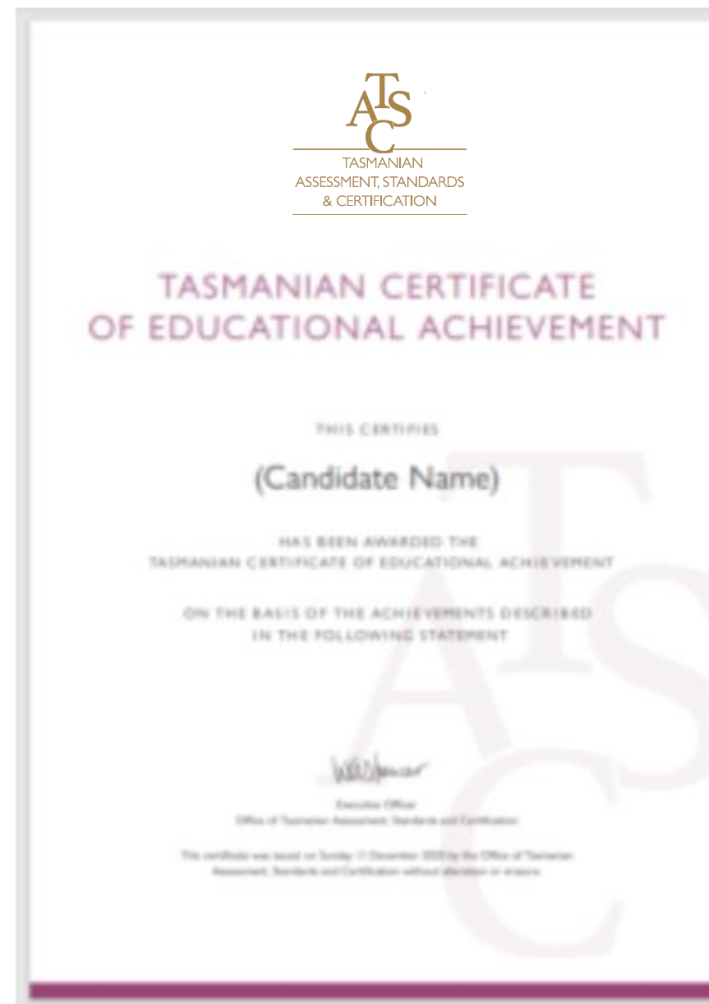
Assessment

Reasonable
Adjustments

TASC Standards
and Quality
Assurance

TASC
Qualifications
and Certificates

Tasmanian Certificate of Educational Achievement (TCEA)



[Tasmanian Certificate of Educational Achievement \(TCEA\) - TASC](#)



TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Welcome

Communication with
TASC

Assessment

Reasonable
Adjustments

TASC Standards
and Quality
Assurance

TASC
Qualifications
and Certificates

Qualifications Certificate (QC)

**QUALIFICATIONS
CERTIFICATE**

THIS CERTIFIES

(Candidate Name)

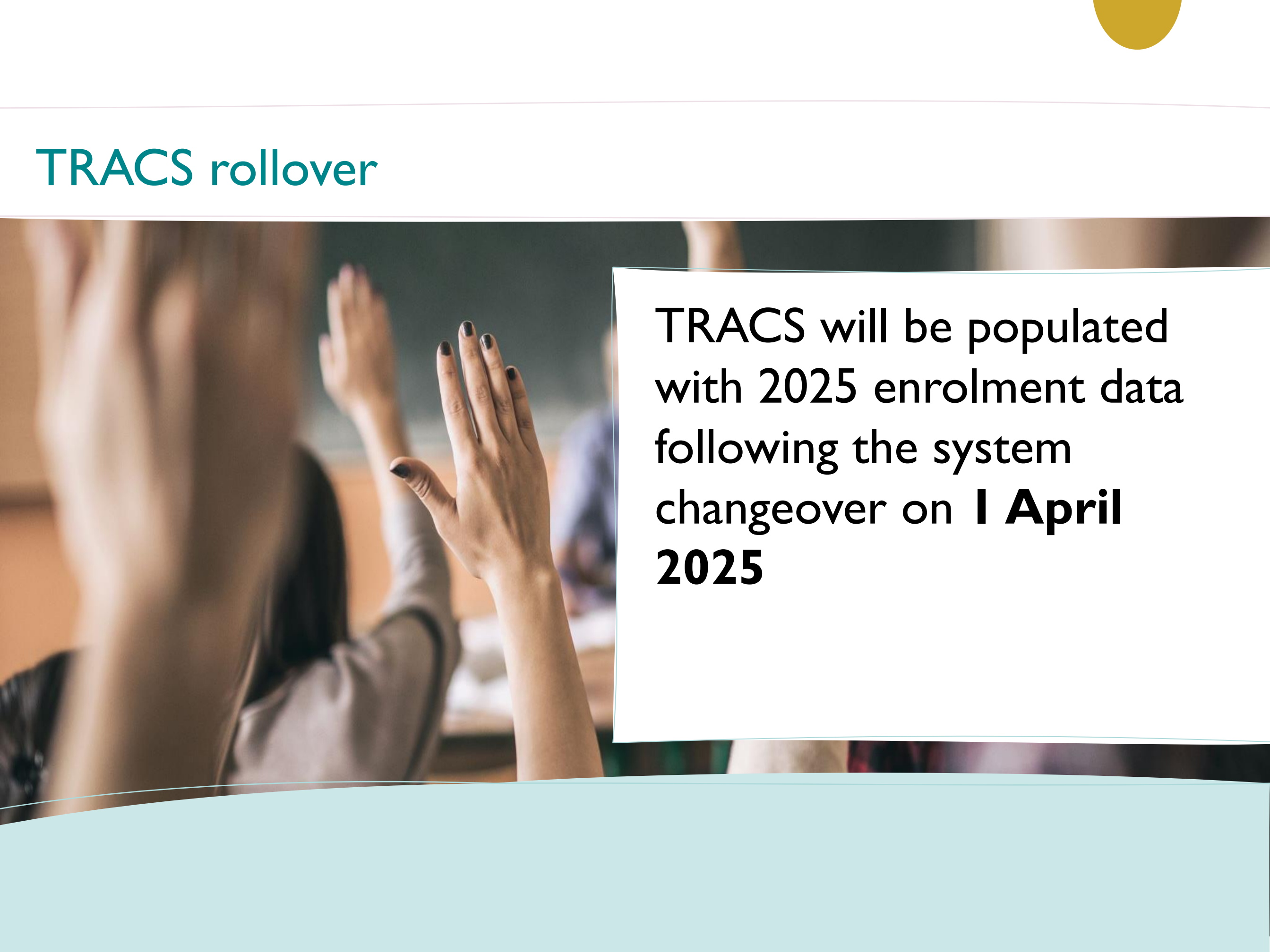
HAS ACHIEVED THE QUALIFICATIONS LISTED BELOW
AND ON THE FOLLOWING PAGES

W. Spencer
Executive Officer
Office of Tasmanian Assessment, Standards and Certification

The certificate was issued on Sunday 15 December 2020 by the Office
of Tasmanian Assessment, Standards and Certification without
alteration or erasure.

[Qualifications Certificate - TASC](#)

TRACS rollover

A background image showing a classroom setting with several students raising their hands, suggesting an interactive or Q&A session. The image is slightly blurred, focusing attention on the text overlay.

TRACS will be populated
with 2025 enrolment data
following the system
changeover on **1 April
2025**

Answers

TASC	Tasmanian Assessment, Standards and Certification
TLO	TASC Liaison Officer
ATAR	Australian Tertiary Admission Rank
TE	Tertiary Entrance
TCE	Tasmanian Certificate of Education
QC	Qualifications Certificate
<u>NoE</u>	Notice of External Assessment
TCEA	Tasmanian Certificate of Educational Achievement
DECYP	Department for Children and Young People
IST	Independent Schools Tasmania
CET	Catholic Education Tasmania
TRACS	TASC Registration, Assessment and Certification System

Where to for support?

- ▶ 1st try Neesha-Marie! tlo@tasc.tas.gov.au
- ▶ TASC Enquiries enquiries@tasc.tas.gov.au
- ▶ TASC Quality Assurance qualityassurance@tasc.tas.gov.au
- ▶ TASC Website tasc.tas.gov.au/
- ▶ Key Events Calendar tasc.tas.gov.au/events/
- ▶ TASC fortnightly updates tasc.tas.gov.au/about/reports-and-publications/tasc-updates/

