

Memo

Queensland Curriculum and Assessment Authority

4 September 2015

Senior secondary

Number: 045/15

Expression of Interest for Senior Syllabus Revision (Trial) Expert Writing Teams

Purpose

To invite people to nominate for participation in expert writing teams to trial future revision processes for senior syllabuses, focusing on two subjects: Chemistry and Modern History.

Background

In response to ACER's Queensland Review of Senior Assessment and Tertiary Entrance (the Review), QCAA is trialling possible processes for the revision of senior syllabuses. The proposed syllabus writing process consists of three blocks of intensive writing, each followed by public consultation and syllabus refinement.

Information

Trial revision processes and the role of expert writing team members

QCAA is forming two expert writing teams — one for Chemistry and one for Modern History — to trial proposed processes for future revision of senior syllabuses.

During this first phase of revision, writing team members will:

- examine seven comparable senior secondary curriculums, selected from both national and international jurisdictions
- draft a syllabus, during five consecutive meeting days (30 November to 4 December 2015)
- evaluate the draft syllabus produced during the five-day meeting
- contribute to an evaluation of the trial process
- maintain confidentiality in relation to syllabus draft materials until their online publication for open consultation.

Composition of expert writing teams

Writing teams will consist of five practising teachers and one academic with expertise in the subject. Teachers will be chosen to represent the employing sectors, joint education unions and professional associations, and must be currently teaching the subject. It would also be an advantage to have had experience in planning and writing curriculum.

Writing team member responsibilities

- Supports strategic direction by using their knowledge of senior secondary school curriculum for Chemistry or Modern History to collaborate with team members to prepare a draft senior syllabus that supports the directions of the Review.
- Achieves results through their ability to contribute their knowledge and expertise in Chemistry or Modern History 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.
- Supports productive working relationships through their ability to work collaboratively with other team members, and to develop positive relationships with external clients and stakeholders.
- Displays 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.
- Communicates with influence using 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 **Friday 25 September**. Before nominating, please ensure you have the support of your principal or supervisor.

Finding out more

Please email Donna Webb at Donna.Webb@qcaa.qld.edu.au, or phone 3864 0465.

Paul Ould
Assistant Director, Review and Transition

Nomination form

Writing Teams Senior Syllabus Revision (Trial)

Before nominating, please ensure you have the support of your principal or supervisor.

Please complete all six sections of the form, including the attachment at Section 4.
Then print, sign, scan and return.

1 Your details

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

2 Writing team

Identify which writing team you are interested in joining:

Chemistry

Modern History.

3 Memberships

Consultation will occur with unions and professional associations. Please indicate if you would like to be considered as a representative of:

Union (please name)

Professional association (please name)

4 Experience

Attach a brief outline of your experience in teaching the subject, in curriculum planning and writing, and why being on this writing team is of interest to you (maximum 600 words).

5 Referees

Referee 1	
Name	
Position	
School/Organisation	
Telephone	
Email	

Referee 2	
Name	
Position	
School/Organisation	
Telephone	
Email	

6 Principal or supervisor's details

Principal or Supervisor	
Name	
Position	
Telephone	
Email	
Signature	

Please return this form by 25 September 2015 to:

Email: AdminSeniorCurriculum@qcaa.qld.edu.au

Attention: Donna Webb