

How do schools manage student course movement?

Frequently Asked Questions

Purpose

To explain how and why schools must manage student movement between TASC-accredited courses.

Commonly asked questions

- **Why would a student move courses?**
Having flexible access to courses allows students' evolving needs to be matched to their goals.
- **What record-keeping responsibilities do schools have when students move?**
Schools must keep accurate, up-to-date course information in TRACS throughout the year. TASC must know which courses students are enrolled in.
- **What are the expectations for student work when changing courses?**
For students who move courses throughout the year, there must be evidence they have:
 - been exposed to all content of the new course
 - received support to catch up on essential knowledge and skills
 - completed all Work Requirements as part of a balanced assessment program against the criteria.
- **Can work the student has previously completed count?**
Yes. Previously completed work for a course that has not been completed, may be re-assessed by mapping it against the criteria of the new course as relevant. Students cannot use work that has previously contributed to final results or awards in other courses.
- **How should schools check the impact on TCE and ATAR attainment?**
Course changes can affect TCE credit points, Everyday Adult Standards attainment, and/or ATAR eligibility. Any changes should be checked to see if students still meet the requirements.

Schools should support students to check their progress using the [TCE Course planner](#) and the [TCE Achievement Checklist](#).
- **When do course movements close?**

Schools cannot make course movement changes after set dates in the second half of the school year. For more information, see [Course movements - TASC](#).

- **Why do courses close?**
To certify a student having completed a course, TASC must be confident that:
 - a student has completed the requirements of the course (most being nominally 150 hours)Additionally, TASC needs to ensure:
 - we have accurate information for exam logistics
 - end-of-year results for students reflect their actual progress and outcomes
 - contributions towards qualifications, such as the TCE, are valid.
- **Can course movements occur after the closure date?**
Only with TASC approval. Schools must submit a Course Movement Request task through TRACS and include evidence of:
 - student participation in the previous and new course
 - school policies for course changes
 - management of the course change with a plan for addressing any gaps or re-assessment
 - evidence of delivery and assessment in the new course to date.

Alignment to [Standards for Providers](#)

Managing course movement responsibly supports:

- **Standard 1 and 4:** ensuring students complete all required learning and accurate tracking of progress towards TCE and pathway goals
- **Standard 6 – Governance and Compliance:** ensuring accurate enrolment reporting and adherence to TASC timelines

Where to get more information

More information is available on our website [Course movements - TASC](#)

Your TLO can contact TASC through TRACS for support or clarification.