



# **PUPIL GUIDE**

## **S4/5/6 Coursing**



## PRE-COURSING: What do I need to do before coursing?

Before you make your course choices, you will need to complete the following tasks. Feel free to tick them off and date them as you complete them:

- Familiarise yourself with the course choice sheet that will be issued.

**S4 Course Choice Sheet 2019-20** Name: {Known\_as} {Surname} Class: {Registration\_group}

Please see the accompanying "PUPIL GUIDE to S4 COURSE CHOICES" booklet to help you with your coursing. This sheet has to be completed prior to the coursing event and will be required in class to help you complete your course choices. There is some additional information below which does not feature in the booklet.

**OTHER USEFUL INFORMATION:**

- If you want to start studying a new subject you must get your form signed by the Curriculum Leader of the subject and your Pupil Support Leader alongside the new subject choice on your sheet overleaf. If this remains unsigned you may not be coursed into that subject during checks.
- If you wish to select a College Course please discuss this with your Pupil Support Leader and Skills Development Scotland Careers Advisor to ensure you have an application prepared.
- A parental signature and email address are required to show you have discussed the course choices and your parents give consent to the choices you have made. Your parents will be emailed a copy of your choices.
- Upon completion, please ensure you keep this choice sheet in your bag so it can be used during the PSE coursing event from 28/01/19 – 08/02/18.

**PARENT/CAREER CONSENT & PUPIL CONSENT**

I have discussed this Course Choice sheet with my child and agree to the choices that have been made:

Name of Parent/Carer: \_\_\_\_\_ Email Address for Course Choices: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To show that you have selected your course choices please sign the section below:

Name of Pupil: {Known\_as} {Surname} \_\_\_\_\_ Signature: \_\_\_\_\_

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**CURRENT SUBJECTS BEING STUDIED IN S3:**

{A_Subject_name}	{B_Subject_name}	{C_Subject_name}	{D_Subject_name}
{E_Subject_name}	{F_Subject_name}	{G_Subject_name}	{H_Subject_name}

Enter your career plans here? \_\_\_\_\_

**AVAILABLE COURSES TO STUDY IN S4:**

Please mark your five course choices in order of preference using the numbers 1 to 5. Please mark two reserve subjects as R and 5:

<input type="checkbox"/> Accounting H5/H4	<input type="checkbox"/> Design, Engineer, Construct L4/1	<input type="checkbox"/> Modern Studies H4	<input type="checkbox"/> Practical Craft Skills H3
<input type="checkbox"/> Administration H5/H4	<input type="checkbox"/> Design & Manufacture H5/H4	<input type="checkbox"/> Modern Studies H5	<input type="checkbox"/> RMP5 H5/H4
<input type="checkbox"/> Art & Design H5/H4	<input type="checkbox"/> Drama H5/H4	<input type="checkbox"/> Music H5/H4	<input type="checkbox"/> Science & Technology HPA4
<input type="checkbox"/> Biology H4	<input type="checkbox"/> French H5/H4	<input type="checkbox"/> Musical Theatre HPA5	<input type="checkbox"/> Spanish H5/H4
<input type="checkbox"/> Biology H5	<input type="checkbox"/> Geography H4	<input type="checkbox"/> PE H5/H4	<input type="checkbox"/> Travel & Tourism H5/H4
<input type="checkbox"/> Business Management H5/H4	<input type="checkbox"/> Geography H5	<input type="checkbox"/> People & Society H4/H3	
<input type="checkbox"/> Chemistry H4	<input type="checkbox"/> Graphic Communication H5/H4	<input type="checkbox"/> Photography HPA5/4	
<input type="checkbox"/> Chemistry H5	<input type="checkbox"/> History H4	<input type="checkbox"/> Physics H4	<b>Alternative Choices (see PSL):</b>
<input type="checkbox"/> Computing H5/H4	<input type="checkbox"/> History H5	<input type="checkbox"/> Physics H5	<input type="checkbox"/> JET (Employability & Work Experience)
<input type="checkbox"/> Dance HPA5	<input type="checkbox"/> Media H5	<input type="checkbox"/> Practical Woodwork H5/H4	<input type="checkbox"/> College Course

Name of college course to apply for: \_\_\_\_\_

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- Read the course choice booklets that are on the school website. Take note of the entry requirements and any additional information. (<https://www.trinity.edin.sch.uk/course-choice-centre.html>)
- Look at your current subjects - usually course choices continue with these subjects. Speak to your teachers about your chances of progression within the subject.
- Read your last school report and review the "Level Next Year" recommendation.
- Fill in a paper copy of your course choices and discuss these with your parents.
- Visit the "My World of Work" website or book an appointment with the school Careers Advisor via your PSL.
- Do some online research to find out which courses would best suit your future.
- Ask your parents to sign the sheet to show their consent and record their preferred email address (a copy of the course choices will be sent here – this bit is your responsibility!).

Your Pupil Support Leader will be working with you throughout the coursing period in PSE. They will guide you and direct you to complete many of the items in the list above. If you require additional support in school your Pupil Support Leader is your first contact.

It is worth noting that all pupils will be studying Maths and English and set at N4 or N5 accordingly by the department Curriculum Leaders. As these subjects are compulsory, they not feature on the course choice sheet.

If you are coursing into S4, you will also notice that your current S3 course choices are shown along the top of your course choice sheet. In order to allow for progression when selecting subjects it is important that you continue with the same subjects. Pupils should not be looking to "start again" with lots of new subject choices that they have not studied in S3. The S3 BGE course has been designed as an entry course to N4/N5 and this year of study will help you to achieve in S4. In the simplest terms, you should really be thinking about which one of your S3 subjects you need to drop, not which 7 subjects to select.

## COURSING: How do I complete my course choices?

1) On the choice sheet, please rank **5 subjects** that you would like to study in S4 from your existing S3 subjects. Your top priority subject should be marked as **1**, your second most important subject should be as **2** and so on for **3, 4** and **5**.

2) Choose the correct level when marking subjects. For example, **Biology (Biol5)** is a specific N5 class and **Biology (Biol4)** is a class where the pupil does not know or could be N4/N5. All subjects that end in a "5" are N5. All subjects that end in a "4" are N4.

3) Select a reserve choice and mark this as **R** – ideally this should also be a subject you have studied in S3. Consider it at a **6<sup>th</sup>** choice or a backup choice. This reserve may be used if you cannot be timetabled for your first 5 choices.

4) Once you have completed your choices you will be asked to enter your chosen career /profession.

Then you must check the summary of your choices, as shown →:

If correct you should click **Confirm Choices** otherwise click **Go Back and Change Choices**. If confirmed they cannot be changed again via the website.

5) Once your choices are confirmed you must click on the 1<sup>st</sup> link to send a copy home via email.

6) You should have a note of your parents email address and you must enter that here. This will then send a copy of your choices to your parents for them to see.

### COURSING WEBSITE SCREENSHOTS:

**Step 1 of 2**

[Start](#) > Free choice (with reserve) > Confirmation

Please enter your 5 choices by entering 1, 2, 3, etc. in the box by your chosen subjects.

To mark your Reserve choice, put 'R' by that subject.

Subject	Choice
Admin N5/N4 (Admn54)	<input type="text"/>
Art N5/N4 (ArtD54)	4
Biology N5/N4 (Biol54)	<input type="text"/>
Biology N5 (Biol5)	1
Bus Mgmt N5/N4 (BusM54)	<input type="text"/>
College Course (COLLX)	<input type="text"/>
Chemistry N5/N4 (Chem54)	<input type="text"/>
Chemistry N5 (Chem5)	2
Computing N5/N4 (Comp54)	<input type="text"/>
Computing N5 (Comp5)	3
Design, Engineer (DECLV1)	<input type="text"/>
Des&Manf N5/N4 (DMan54)	R
Drama N5/N4 (Dram54)	<input type="text"/>
Early Education (EECC54)	<input type="text"/>
French N5/N4 (Fren54)	5
Graph Com N5/N4 (GCom54)	<input type="text"/>
Geography N5/N4 (Geo54)	<input type="text"/>

Please check your Subjects and if they are correct, click 'Confirm Choices'

Name:

Class:

Username:

Choice No.	Subject chosen
1	Biology N5
2	Chemistry N5
3	Computing N5
4	Art N5/N4
5	French N5/N4
R	Des&Manf N5/N4

Please could you also answer this question:  
Please indicate your chosen career/profession in the future:

Answer:

Thank you

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Your Subject Choices have been saved - thank you.

[Click here if you would like an Email confirmation](#)  
[Click here to finish and log-out](#)

Request email confirmation

This will send a confirmation of your Choices to the email address you enter:

Email address:

### POST-COURSING: *What happens next?*

The course choice sheet gives pupils free choice on the subjects they would like to study.

All the course choice data produced by your year group is then processed by timetabling software to generate the best possible timetable **to accommodate the majority of pupils.**

**PLEASE NOTE: AT THIS STAGE, THIS IS NOT A FINAL OR GUARANTEED SELECTION.**

It is highly unlikely that 100% of pupils will get all of their choices; however, we are looking to achieve as high a satisfaction rating as is realistically possible. If your course choice is NOT possible, you will be informed and alternate options discussed (including reserve choices, which you indicated during coursing). Throughout the process, pupils will be informed about any changes to their course choices.

After coursing, pupils will be instructed to enter their parents email address. This should be at hand on the paperwork they have brought to the coursing event. It is the pupil's responsibility to complete this part of the process. (Please discuss the importance of this with your child.)

Parents will be emailed a copy of the final course choices that have been submitted. Pupils cannot log back into the system and change these once they have been submitted. If there are any issues with the choices made, you should contact your child's Pupil Support Leader and changes can be made by staff.

This is an Email Confirmation from Trinity Academy

To: the Parent or Guardian of

Dear Parent or Guardian,

This is to confirm that you have requested the following choices:

1=Biology N5

2=Chemistry N5

3=Computing N5

4=Art N5/N4

5=French N5/N4

R=Des&Manf N5/N4

TESTER TESTER - MESSAGE TO GO HERE TO PARENTS

**FAQ: *What happens if I perform better/worse in my exams than anticipated? Is there a chance to recourse in August?***

*Yes, absolutely! Some pupils will underperform and may wish to repeat a subject or study an alternative level/course instead of the course they chose during coursing. Information will be shared about this upon your return to school in August. During re-coursing you will not have free choice of any subject, you will need to choose from a column structure as the whole school timetable will have been completed and already started in June.*