

SHORT COURSE FACT SHEET

| | Steps to the Future (Short Course in Careers) | Short Course in Literacy | Short Course in Numeracy |
|------------------------------|--|---|---|
| QCE Credits | 1 credit | 1 credit | 1 credit |
| Accreditation | <i>Steps to the Future</i> is aligned to the QCAA Career Education Short Course, a syllabus which has been created by QCAA. The Steps to the Future workbook is simply one avenue which schools can use to step students through the requirements of the syllabus. | Built to align with QCAA's <i>Short Course in Literacy</i> syllabus. Intended as an option for schools to deliver the course content effectively and without adding extra pressure to educators. | Built to align with QCAA's <i>Short Course in Numeracy</i> syllabus. Intended as an option for schools to deliver the course content effectively and without adding extra pressure to educators. |
| Course Content | Focused on developing students' general employability skills and career planning in order to promote successful outcomes in any workplace environment. An ideal resource to assist with (SET) Planning in Year 10. | Designed to foster student confidence in fundamental literacy skills and promotes the application of such skills in routine and unfamiliar situations. It covers literacy skills over two topics: personal identity and education; the work environment. | Covers mathematical skills over two topics: personal identity and education; the work environment. Provides students with foundational knowledge and provides scenarios for students to practise these skills. |
| Content Delivery | Online program or Hard copy student workbook | Online program | Online program |
| Content Framework | The program is based around the QCAA short course syllabus and it has a shared focus on employability skills and the Core Skills for Work. | Built to align with QCAA's <i>Short Course in Literacy</i> syllabus. It is informed by the Australian Core Skills Framework (ACSF) Level 3. Successful completion of this course ensures students meet the minimum literacy requirements for the obtainment of a QCE. | Built to align with QCAA's <i>Short Course in Numeracy</i> syllabus. It is informed by the Australian Core Skills Framework (ACSF) Level 3. Successful completion of this course ensures students meet the minimum numeracy requirements for the obtainment of a QCE. |
| Course Management | Managed by internal school staff | Managed by internal school staff | Managed by internal school staff |
| Assessment Type | <ul style="list-style-type: none"> • Two reflective journals • A workplace interview • Extended career investigation | <ul style="list-style-type: none"> • A reflective journal • Extended social issue investigation • A spoken presentation | <ul style="list-style-type: none"> • Two reflective journals • A spoken presentation • A short response examination |
| Marking and reporting | Marked internally by school's teachers | Marked internally by school's teachers | Marked internally by school's teachers |
| Assessment set-up | Assessment templates are provided in the student workbook and suggested marking criteria are included in the accompanying digital teacher resource. | Assessment templates are provided in the student workbook and suggested marking criteria are included in the accompanying digital teacher resource. | Assessment templates are provided in the student workbook and suggested marking criteria are included in the accompanying digital teacher resource. |

FREQUENTLY ASKED QUESTIONS

How do the online programs work?

The online programs are accessible to students and teachers via the Mighty Minds Portal. The programs have been designed so students can easily navigate through the activities in each lesson. The program also includes several templates for students to make use of. Student responses are saved and submitted to the Portal, and teachers can then review and provide feedback on these answers. Teachers also have access to carefully crafted model responses for comparison. At the conclusion of the program, teachers are able to download a PDF which will contain a record of all student responses.

These programs can be integrated into your student's workday, homework schedule or used as additional resources to support your students' learning.

How long does it take to complete a Short Course?

QCAA developed the short courses with a notional implementation time of 55 hours. **This suggestion is not rigid.** Schools can choose to execute the course as they choose. It may be completed as a timetabled class, over a single semester or a year, before/during/after school or another variation. Schools may choose to deliver the content during school hours, and have students complete their assessment pieces outside of class. Mighty Minds' has ensured this flexibility is maintained in our online programs.

Is there a minimum number of students needed to purchase the online program?

The online programs do not have a minimum order quantity. The school purchases **individual licenses** for each program (one student per license). This allowance is given in good faith, and it is expected that schools will purchase the program for each student completing the course. If it is found that a school is not complying with this expectation, Mighty Minds will take all actions necessary to recoup lost profits.

The Steps to the Future workbook minimum order is dependent on circumstance; please email portal@mightyminds.com.au for further assistance.

Why aren't all the Mighty Minds' Courses on the list of QCAA recognised studies?

Steps to the Future, and the Short Course in Literacy and Numeracy were designed as resources to supplement the teaching of the existing QCAA Short Courses (in Careers, Literacy and Numeracy). The materials provided by Mighty Minds are intended to guide students through the topics and assessment necessary to complete these courses. In essence, students will be completing the QCAA short course, using Mighty Minds materials as lesson content. Regardless, if these materials are delivered and administered correctly, participating students **will accrue a QCE credit.**

How do students obtain their QCE credits for Short Courses?

After students have completed all assessments, teachers are responsible for organising individual exit folios for participating students. The exit folio is comprised of the following:

- Evidence/transcripts from all assessment pieces (learning journals, extended responses, slides from presentations, examination answers, etc).
- Teacher judgements and annotated comments on assessment pieces.
- Assessment instruments used.
- A completed student profile (a template is included in resources provided by Mighty Minds), including an exit result.

Schools are responsible for submitting their exit results on the QCAA portal. **Schools are responsible for the compliance required to assign QCE credits to these programs.**