Thinking of leaving before completing your HSC?
If you are thinking about leaving school before completing your HSC the following information will help you.

The Record of School Achievement (RoSA)
The RoSA is an official credential issued by the Board of Studies, Teaching and Educational Standards NSW (BOSTES) to eligible students who leave school before completing their HSC.
To be eligible you will need to have completed the mandatory curriculum requirements for Years 7 to 10.

How is the RoSA different from the School Certificate?
The main difference is that the RoSA is ‘cumulative’ – what this means is that whenever you choose to leave school, your RoSA will include all your results up until that date.
This is a good way to explain the RoSA to employers when you go for job interviews. Many employers will only know about the School Certificate, which was issued to all students who satisfactorily completed Year 10, and only reported information from Years 7 to 10.
Basically, the RoSA gives an up-to-date picture of everything you have achieved.

What will the RoSA credential show?
The RoSA credential will show the grades/results you achieved in Year 10 and, if applicable, in Year 11. It will also list any Year 11 or 12 courses you participated in but did not complete before leaving school.

When will I get my RoSA?
BOSTES will mail your RoSA soon after your school has informed us that you have left. Make sure you check that your school has your correct postal address on your BOSTES student record.

Sitting for Literacy and Numeracy tests
Employers have said that they rate evidence of literacy and numeracy skills very highly.
With this in mind, BOSTES developed Literacy and Numeracy tests which you can take at your school before you leave. These occur twice a year (usually in May and October). It is important you let your teacher know as soon as possible if you are thinking about leaving school and would like to do the tests, as they will need to enrol you.
You will then be able to access your Literacy and Numeracy test results via your Students Online account soon after you take the tests. If you have not already logged in to Students Online, speak to your school.
These results are a valuable document as they are evidence of your literacy and numeracy skills. Make sure you show your results to further education providers and in job interviews.

Other reports you can access

The RoSA credential is an official report of your results similar to the HSC. While you are waiting for your official credential to arrive you can access a range of other useful reports from Students Online.

Via your secure Students Online account you can download an eRecord.

An eRecord is an interim result report that will show your cumulative results depending on the stage you are up to at school. Your eRecord will include your Year 10 and Year 11 grade/results, your VET achievements and, if you did the tests, your Literacy and Numeracy test results.

Need advice?

The decision to leave school before the HSC is a big one and it’s OK to take your time. It’s important to give it a lot of thought and make sure you get as much information as possible so that you can make an informed decision.

Making an informed decision involves thinking about what you would really like to do and what that means. Do you want to enrol with a new education provider – such as TAFE – to learn new skills, or are you ready to head straight into the workforce?

Either way, the RoSA can help you achieve your goals.

Make an appointment to see your Careers Advisor or a teacher you know will give you good advice, and explain to them what you want to achieve. You can then discuss how you will work together to make sure you are equipped with everything you need for a successful transition to life beyond school.

RoSA Checklist

Thinking of leaving? Have you …

- spoken to your Careers Advisor or Year Advisor to let them know you are thinking of leaving?
- logged in to Students Online to check the results you have achieved so far?
- visited the BOSTES website to see how your RoSA credential and your achieved results will change depending on the stage at which you leave school?
- informed your school if you are interested in sitting the next Literacy and Numeracy tests?

Decided to leave? Have you …

- spoken with your school to confirm the required signing-out process?
- logged in to Students Online to make sure your postal address with BOSTES is correct?
- checked that your school has placed a request for your RoSA credential with BOSTES, before you sign out?
- downloaded your eRecord from Students Online to use as an interim result report until your formal RoSA credential arrives at your home address?
Literacy and Numeracy Tests at a Glance ...

Who?
The optional Literacy and Numeracy tests are for students who intend to leave school before the HSC.

Students who sit for the tests will receive a report on their literacy and numeracy skills to show a potential employer or for further training.

What?
The tests are developed and marked by the Board of Studies, Teaching and Educational Standards NSW (BOSTES).

Students are required to answer a series of short-answer questions based on everyday life situations such as reading a recipe, preparing a quote and providing directions to a location.

The tests will take between 1 and 2 hours to complete in total.

Why?
Evidence of literacy and numeracy skills is highly regarded by employers and further education bodies.

Where?
The online tests are completed by students on computers at their school under supervision.

When?
The tests are offered twice yearly – usually in May and October.

How?
1. Students thinking of leaving school and wanting to take the tests should speak to their Year Advisor or Careers Advisor as soon as possible.

2. The school will then enrol the student in the tests and confirm when they will be conducted. The online tests are taken in one sitting at school.

3. The results will be available approximately 3 weeks after sitting tests.

   The student will be able to download and print interim test reports via Students Online for presentation at job interviews or to add to their résumé.

4. Formal Test Reports will be issued when the student leaves school, either with the Record of School Achievement (RoSA) or Higher School Certificate (HSC).
Dear Parent/Guardian

**Literacy and Numeracy Tests**

The Board of Studies, Teaching and Educational Standards NSW (BOSTES) has developed optional Literacy and Numeracy tests for students who intend to leave school before the HSC.

The tests have been designed to provide these students with reports detailing their level of skill in literacy and numeracy.

Discussions with employer groups reveal that the ability to provide tangible evidence of these skills is highly regarded when they are making a decision to employ.

The tests focus on the literacy and numeracy skills required by school-leavers for employment and further education and consist of a range of short-answer questions that relate to aspects of everyday life such as reading a recipe, preparing a quote and providing directions to a location.

They are prepared and marked by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). Students will sit for the tests online and under supervision at school.

Test results will be made available shortly after the tests conclude. Interim Literacy and Numeracy test reports can be downloaded via the BOSTES portal Students Online for presentation at job interviews or to add to a résumé.

BOSTES will issue all participants with formal Literacy and Numeracy Test Reports when they leave school.

If you have a son or daughter who is thinking about leaving school before the HSC, I ask that you raise with them the option to take these tests as the experience will be of particular benefit for future employment or further education.

The next optional Literacy and Numeracy tests will be conducted at our school on ____________.

It is important that students notify ____________ by ____________ so they can be enrolled to take the tests.

An example of these test reports can be found on the BOSTES website: http://www.boardofstudies.nsw.edu.au/osa/credentials.html
Template for School Newsletters

Enrol Now for Literacy and Numeracy Tests

Students intending to leave school before completing the HSC have the option of taking online Literacy and Numeracy tests at school on ________________.

The tests are prepared and marked by the Board of Studies, Teaching and Educational Standards NSW (BOSTES).

Students completing the tests will receive reports detailing their level of skill in literacy and numeracy. Discussions with employer groups reveal that the ability to provide tangible evidence of these skills is highly regarded when they are making a decision to employ.

The tests consist of a range of short-answer questions that relate to aspects of everyday life such as reading a recipe, preparing a quote and providing directions to a location.

If your son or daughter is interested in taking online Literacy and Numeracy tests, it is important they notify ____________ by ____________ so they can be enrolled.