

Carwatha College P-12

V3

**SENIOR SCHOOL
SUBJECT SELECTION GUIDE**

YEAR 10 - V1

2017



V3 Senior School Subject Selection Guide 2017

WELCOME

Carwatha College P-12 has a very good record of success at the VCE and VCAL level.

Our teaching staff are committed to assisting students to achieve success in all areas of their life.

Some important qualities required from the students:

- A **desire** to do one's best
- A **commitment** to their studies
- **Determination** and **perseverance** when things become difficult
- **Dedication** to their studies and academic achievement
- **Discipline** both at school and at home
- A **balance** of school, personal and paid work commitments

These qualities are necessary to meet the challenges of the final years of secondary schooling and allow students to succeed. Students need to employ sound work habits and **learn to set priorities** for their commitments at school and at home.

Any information provided to parents and students should be looked at carefully so that the students are fully aware of the studies, prerequisites and possibilities provided in terms of career of future study. Students should discuss with their families possible choices before making final subject selections. College staff should also be consulted when doubt exists as to the student's ability, relevance, content, assessment or other issues.

Students should consider carefully their **interests, abilities and prerequisites** for various courses in making their choices.

Carwatha College P-12 aims to encourage all its senior students to invest effort and time into achieving success and doing their best. Although the senior years are challenging, we hope our students will also find them enjoyable and some of the most memorable of their school years.

We look forward to working with you.

YEAR 9 - KEY DATES

Day/Date	Event	Time Frame	Venue
Thursday 18 th August 2016	Yr 9 and Yr 10 Parent Information/Subject Expo Evening	6:30-8:30pm	Yr 9 students and parents in V3 Centre Yr 9 and 10 families visit the Expo in the Gym (tea and coffee supplied)
Tuesday 30 th August 2016	Yr 9-10 Course counselling and subject submission *Please bring your completed course selection form and any required payments with you (Students currently in Year 9)	As per scheduled appointment	V3 Centre
Monday 28 th - Wednesday 30 th November 2016	2017 Orientation Week (Years 9, 10 & 11 students)	3 Days	Classrooms around the school
Thursday 1 st - Friday 2 nd December 2016	Deakin Camp	2 Days	Deakin University Burwood
Monday 5 th – Tuesday 6 th December 2016	Year 9 – 10 request for course changes	2 Days	Classrooms around the school

INTRODUCTION

2017 will be the first year of our 3 year VCE program called **V3** for your son/daughter. This will mean that students in Year 10 in 2017 will begin studying VCE Units.

Students can choose a pathway that has two starting points:

1. Traditional VCE
2. A Vocational Pathway

Both pathways are interchangeable – meaning that students in Year 11 can continue with VCE or move into the VCAL program. Alternatively a Vocational Pathway student can choose a traditional VCE in their second year.

Why V3?

We have introduced a 3 year senior years' program to maximise our students' chances of success. Students will have the opportunity to complete the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL) over 3 years. Each student will follow a plan which suits his or her individual needs. They will have the opportunity to study a broad range of subjects and / or to retake a number of Unit 3 & 4 subjects for a second time.

V3 - VCE 2017 YEAR 10

What is the VCE?

VCE stands for the Victorian Certificate of Education. The VCE at Carwatha College P-12 is a **three year** program of study for students in Years 10, 11 and 12. All students will enrol in four VCE subjects and one Special Interest Elective in Year 10 and 11.

Each unit lasts for one semester or half a year. Units 1 and 2 can be completed as single or non-sequential units, whereas Units 3 and 4 must be completed together as a **sequence** that is, paired. For example a student in Year 10 and 11 interested in studying Physical Education could undertake either Unit 1 or Unit 2 at that level whereas a student interested in this subject at Unit 3 and 4, **must** undertake **both** Units 3 and 4. Most studies are designed in such a way that Units 3 and 4 sequences can theoretically commence without prerequisites. However, a sound study background in a particular area will assist with VCE units. Staff will offer advice to students about subject choices for Units 3 and 4, in accordance with their results in Units 1 and 2.

Successful completion of VCE

In order to complete the requirements of the VCE, students must successfully complete over the 3 years:

- At least 16 Units (1-4).
- Three units from the English Group (English/EAL/Literature) with at least one unit at Unit 3 and 4 level.
- Three additional Unit 3 and 4 sequences, which may include any additional number of English group subjects and/or a VETiS Unit 3 and 4 sequence, and/or Languages.

Satisfactory completion of both Units 3 and 4 of an English sequence is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR score).

Students must ensure that their course satisfies these requirements by the end of Year 12.

V3 - 3 YEAR VCE 2017 - OUTLINE

YEAR 1 (V1) Year 10

VCE stream

One compulsory subjects and four elective subjects

Compulsory Subject:

English

Units 1 & 2 English, Foundation English, EAL or Literature

Note: students may study both English and Literature

Electives

- 3 other VCE Units 1 & 2 subjects (could include a VETiS subject completed over 2 years)
Note: Mathematics is recommended but not compulsory as one of the three electives.

Two semester length Special Interest Electives

YEAR 2 (V2) Year 11

VCE stream

One compulsory subject and four elective subjects

Compulsory Subject

English

Units 1 & 2 English, EAL or Literature

Units 3 & 4 English, EAL or Literature

Note: students may study both English and Literature at either level

Electives

3 other subjects from the following:

- Units 1 & 2 (students may re-take subjects studied in the previous year if they wish to consolidate their learning or choose new subjects to broaden their choices)
- Units 3 & 4 subjects (maximum of two)
- VETiS subjects (completed over 2 years which equals 4 units)

Two semester length Special Interest electives

YEAR 3 (V3) Year 12

VCE stream

All students are required to study 4 Unit 3 & 4 subjects in Year 12.

English

Units 3 & 4 English, EAL or Literature (students may re-take subjects studied in the previous year.)

Note: students may study both English and Literature

Electives

3 other subjects, from the following:

- Units 3 & 4 (students may re-take any subjects studied the previous year)
- VETiS subject

Supervised Private Study Lessons

VCE Subjects Offered At Carwatha College P-12
(for details please refer to the VCE subject descriptors)

English units	Other units (in alphabetical order)
English	Accounting
Foundation English	Biology
English as an Additional Language	Business Management
Literature	Chemistry
	Computing
	Drama
	Food Studies
	Geography
	Health and Human Development
	20 th Century History
	History Revolutions
	Legal Studies
	Media Studies
	Physical Education
	Physics
	Product Design and Technology
	Psychology
	Studio Arts
	Visual Communication and Design

Special Interest Electives

(for details please refer to the Special Interest Electives descriptors)

SUBJECT

Baking and Cake Decorating

Book Club

Chess

Creative Writing

Decorative Metal and Plastic

Discovering the World of Science

Entertaining with Food

Film Explosion

Fictional Writing

Free Style Art

Furniture Making

Team Sport

Primary Leadership Program

Logic Problems and Puzzles

Passion for Music

Peer Support Program

Personal Training

Pilates and Yoga

Photography

Soccer / Futsal

Strategic Games

The World and You

MATERIALS AND SERVICES CHARGES

Voluntary Contributions and Essential Items

All subjects use extensive classroom materials and class sets of texts, and these subject costs are largely included in the voluntary levy component. There are charges which need to be paid for students to access necessary materials and services such as the planner and locker.

Charges Associated with Specialised Units/activities

Some units use extensive or expensive class materials, which will require additional charges. Please refer to the VCE and Special Interest Descriptors where these specialised costs are listed.

What is the V3 – Vocational Pathway?

A vocational VCE pathway is appropriate for students that are considering the Victorian Certificate of Applied Learning (VCAL) for Year 11 and Year 12. This pathway can lead on to obtaining an apprenticeship, full time work and some TAFE studies.

VCAL is a hands-on option that allows students the flexibility to design their program based on their learning needs and interests. In the 11 and 12 VCAL Program students are required to complete a VETiS certificate.

DREAM CIRCLE PROGRAM

Students enrolling in the vocational pathway in Year 10 will participate in the DREAM Trade Training Centre Circle Program. This program allows students to attend Chisolm TAFE, Dandenong one afternoon per week. During these sessions students will complete components from four different certificate qualifications in order to gain an understanding of different types of courses. Students that continue on in one of these areas of study with a future TAFE enrolment will be credited for their learning.

The approximate cost of this program is **\$200**. Payment for semester 1 (**\$100**) must be paid as a deposit on **31st August 2016** when students have their course confirmation interview. **Full payment** of the course (**further \$100**) needs to be paid by the **1st December 2016**. If you are facing financial difficulties and cannot pay the deposit immediately, please make an appointment with the Student Wellbeing Coordinator to discuss possible alternative arrangements.

It is strongly recommended that students organise and take part in a one week block of Work Experience to try an occupation or industry of their choice.

Successful completion of VCAL

A VCAL Certificate at Intermediate and/or Senior levels can be achieved in Year 2 or Year 3 of the Vocational Pathway (VCAL) provided all of the requirements are met.

V3 - 3 YEAR VOCATIONAL PATHWAY 2017 – OUTLINE

Year 1 YEAR 10 2017

Year 10 Vocational Pathway

Two compulsory subjects and three elective subjects

Compulsory Subjects

English

Units 1 & 2 English, Foundation English, EAL or Literature

*note: students may study both English and Literature

Mathematics

Units 1 & 2 Foundation Mathematics or General Mathematics

Electives

- 2 other VCE Units 1 & 2 subjects
- 2 semester length Special Interest Electives

Dream Circle Program – at Chisholm TAFE, Dandenong

YEAR 2 YEAR 11 2018

11 VCAL - Intermediate

Compulsory subjects

- VCAL Literacy – Intermediate
- VCAL Numeracy - Intermediate
- Work Related Skills
- Personal Development Skills
- VETiS subject
- Electives

In addition, these students have a Work Placement for 1 day a week.

Successful completion of these units and work placement will result in a VCAL (Intermediate) Certificate.

YEAR 3 YEAR 12 2019

12 VCAL - Senior

Compulsory subjects

- VCAL Literacy – Senior
- VCAL Numeracy - Senior
- Work Related Skills
- Personal Development Skills
- VETiS subject
- Electives

In addition, these students have a Work Placement for 1 day a week.

Successful completion of these units and work placement will result in a VCAL (Senior) Certificate.

VETiS Vocational Education and Training in Schools Program

What is a VETiS program?

VETiS (Vocational Education and Training in Schools) studies combine the VCE or VCAL with vocational training and experience in the workplace.

Successful completion of a VETiS program can contribute to either your VCE or VCAL certificate. (Students can also receive an industry certificate, or completion of accredited modules, recognised by employers.)

VETiS programs provide a practical focus and give students direct experience of business and industry which employers value when recruiting.

Some programs include a study score component. These are called a **scored VETiS** and contribute to ATAR points. They include the following courses:

- Certificate II Business
- Certificate II Catering Operations
- Certificate II Community Services
- Certificate II Dance
- Certificate II Engineering
- Certificate II Equine Studies
- Certificate II Furniture Making
- Certificate III Hospitality
- Certificate II Information Technology
- Certificate II Integrated Technologies
- Certificate III Music Performance
- Certificate III Music Technical Production
- Certificate II Screen & Media

VETiS certificates that are not scored could contribute a Unit 3 and 4 sequence and provide a 10% ATAR increment.

Some VETiS subjects credit directly into an apprenticeship and can reduce the time required for study during an apprenticeship.

You may also choose to do a school based apprenticeship or traineeship as a part of your secondary schooling. In this case your VETiS studies will contribute to your VCE or VCAL and you will be paid for your work by your employer.

VETiS courses do incur a materials fee. This fee ranges in price. 2016 charges are currently available as an indication. Students will be notified of final costs for 2017 once these are known. To complete a valid application for a VETiS program a **\$200 deposit** is required on Wednesday **31st August, 2016** when students have their course confirmation interview. Full payment of the course needs to be made by **1st December, 2016**.

If you are facing financial difficulties and cannot pay the deposit immediately, please make an appointment with the Student Wellbeing Coordinator to discuss alternative arrangements.

Please refer to VETiS Subject Descriptors for details regarding available courses

V3 - In Summary

- It is expected that students will take 3 years to complete their VCE or VCAL. This is not intended to be an acceleration program.
- Students can change from VCE to VCAL or VCAL to VCE in the second or third year of the V3 program.
- All students must study at least 4 units of English/EAL/Literature.
- Mathematics is recommended, but not compulsory, for all students in Year 10 (V1).
- In addition to VCE, VCAL and Vocational Education and Training in schools (VETiS) subjects, students will have the opportunity to select a variety of Special Interest Electives.
- In general Unit 3 & 4 subjects can only be studied in Year 11 & 12 (V2 & V3).
- **We recommend no more than two Unit 3 & 4 subjects in Year 11 (V2).**
- Each student will study no more than 6 Unit 3 & 4 subjects over the 3 years.
- Students will complete 4 VCE units and 1 Special Interest Elective each semester.
- Students may retake any Unit 3 & 4 subject without any penalties to their ATAR score.
- Students must inform the college of any external subjects studied eg LOTE at the beginning of the year.

STAFF WHO CAN ASSIST YOU

Who?	Position	How These People can Help
Bronwyn Hamilton	Principal	Leads and oversees all aspects of the college.
Rosanna Spina	Assistant Principal	College expectations, coping strategies, general information regarding life at school. Manages the Junior and Senior School Years 7-12.
Rowena Apollonio	Learning Leader Yr 10-12	Oversees the learning progress of students in Years 10-12. Oversees course selection, exam timetables and supports students meeting the requirements of VCE.
Gillian McQueen	Learning Leader Yr 7-9	Oversees the learning progress of students in Years 7-9 to ensure their success is maximised. Manages the transition into the senior school.
Sally Ross	VCAL/VETiS Coordinator	Responsible for the VCAL & VET program.
Jodie Mc Carthy	Careers/Pathways Coordinator	Support with choosing tertiary pathways and transitioning from secondary school to tertiary settings or work.
Helen Leventakis	Yr 12 Coordinator	Day to day support of students, absences, VCE regulations, and coping mechanisms.
Lambrini Christopher	Yr 11 Coordinator	Day to day support of students, absences, VCE regulations, and coping mechanisms.
Ipshta Bawa	Yr 10 Coordinator	Day to day support of students, absences, VCE regulations, and coping mechanisms.
Joe Hadad	Yr 9 Coordinator	Day to day support, oversees attendance, wellbeing and learning outcomes.
Catherine Dunn	Wellbeing Coordinator	Provides wellbeing support, counselling and referral service. Assistance with financial matters.

STAFF WHO CAN ASSIST YOU

The following subject domain leaders can be of assistance regarding expectations and requirements of VCE/VCAL subjects.

2016 Subject Domain Leaders:

English	Mrs Daniela Szlawski
Mathematics	Mr Joe Haddad
Science	Mrs Georgia Rentzis
SOSE (History & Geography)	Ms Dianne Ryan
Commerce / Information Technology	Mr Michael Bennett
The Arts	Mr George Phillips
Performing Arts	Ms Kate Whittaker
Technology	Mrs Glenys Hetherton
Health/PE	Mr Leigh Murphy
Languages Other than English (L.O.T.E.)	Ms Koreyna Friend
Design Technology – Timber	Mr Grant Skeggs
EAL	Ms Natasha Tzilantonis
VCAL and VETiS	Ms Sally Ross

Course Selection Process – All Students

Communication from parents and students is welcomed and encouraged by the college. If there are any difficulties, please contact the College Learning Leaders, Ms Apollonio, or Ms McQueen.

What to consider when selecting a course:

To select a course that best suits your needs, it is important that you:

- Carefully read the information about the structure of the VCE/VCAL course.
- Carefully read the descriptors about each VCE subject and Special Interest Electives.
- Seek further information from the Junior (7-9) and Senior (9-12) Learning Leaders, Ms McQueen/Ms Apollonio, Year Level Coordinator or classroom teachers if unsure.
- Seek advice from the Pathways Manager, Ms Jodie McCarthy, if you have a particular career or tertiary course in mind. Find out what subjects and educational standard are required.
- Choose studies which support your career goals. If you are unsure about your future directions, focus on maximising your options.

What to consider when selecting subjects:

- Select subjects which highlight your strengths
- Choose subjects on the basis of interest, skill or need
- Subjects in which you have experienced success
- The prerequisites for future study or work
- Subjects which maintain and develop your special skills and talents

Complete the Course Selection Form and submit it during your course counselling appointment.

(Hint – Use Pencil)

Year 9 (2016) into Year 10 (2017)

Tuesday 30th August 2016

Year 10 (2016) into Year 11 (2017)

Wednesday 31st August 2016

It is essential that students in the Senior School, plan carefully and make informed decisions that enable them to fulfil both academic and personal goals.

Each student should ensure that they are fully informed before making decisions about their course of study.

Student Name: _____

Parent Name: _____

Contact Number: _____

Please tick your chosen senior pathway: VCE PATHWAY VOCATIONAL PATHWAY

English

- Select at least 1 compulsory study by ticking the appropriate box
- **Note:** you may study *English and Literature*

- Foundation English
- English
- English as an Additional Language
- Literature

Electives:

- Select 3 VCE Units 1 & 2 subjects (could include a VETiS subject completed over 2 years)
- **Note: A Mathematics subject is recommended but not compulsory.**

<p>Units</p> <ul style="list-style-type: none"> • Students may choose to select a second English Unit 	<ul style="list-style-type: none"> • Accounting • Biology • Business Management • Chemistry • Computing • Drama • English • Food Studies • Foundation Mathematics • General Mathematics • Geography • Health and Human Development 	<ul style="list-style-type: none"> • 20th Century History • Legal Studies • Literature • Mathematical Methods • Media Studies • Physical Education • Physics • Product Design and Technology • Psychology • Studio Arts • Visual Communication and Design
<p>Preferences</p> <p>List 5 preferences in case your first 3 are not available.</p> <ul style="list-style-type: none"> • Should you plan to enrol in a VET or LOTE in 2017 this must appear in one of your first two preferences. 	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	

Special Interest Electives

- Select three preferences for Semester 1 and three preferences for Semester 2

Semester 1	Select Your Preferences 1 - 3	Semester 2	Select Your Preferences 1 - 3
Book club		Photography	
Film Explosion		Team Sport	
Personal Training		Baking and Cake Decorating	
Entertaining with Food		Strategic Games	
Furniture making		Logic Problems and Puzzles	
Discovering the World of Science		Decorative Metal and Plastics	
Chess		Passion for Music	
Free Style Art		Primary Leadership Program	
Primary Leadership Program		Peer Support Program	
Peer Support Program		Soccer / Futsal	
Pilates and Yoga		The World and You	
Creative Writing			

Student Signature: _____

Parent Signature: _____

Counsellor: _____

Date: _____

Course counsellor to complete

- Notes

- First Class data entry sheet completed Yes No

**CARWATHA COLLEGE P-12
2017 VETiS \ VET COURSE
STUDENT APPLICATION FORM**

HOW TO APPLY

PART 1: Student Details

(Please print clearly using block letters)

Surname: Given Name:

Please circle your year level in 2017: 10 11 12 Stream: VCE VCAL

Name of school you are enrolled (Home school):

Home Address:

Suburb: Post Code: Phone:

Student Mobile: Gender: M F Date of Birth:

Student Email: Student VSN:

Student USI:.....

Are you an Aboriginal/Torres Strait Islander? Y N Are you an EAL student? Y N

Do you need assistance with Numeracy? Y N Do you need assistance with Literacy? Y N

If you answered yes to the questions regarding ESL, literacy or numeracy above, have you been assessed by your Home school about your support needs?

Do you have any physical disabilities or other medical or behavioural conditions? If yes, please specify.

.....

PART 2: PROGRAM DETAILS

Program Name (provide full name):

Year (circle): 1st 2nd

Host School:

1st Preference:

Day: Time:

2nd Preference:

Day: Time:

PART 3: PARENT/GUARDIAN ENDORSEMENT

I/We have read and understood the information regarding our child’s application for a South Eastern VETiS Network VETiS Course in 2017 and agree to his/her application.

Name:**Emergency Phone:**

Signature:**Date:**

STUDENT COMMITMENT FORM

The South Eastern VETiS Network welcomes you to participation in a VET program.

Please read the agreement below and take care to build on the relationships others have already established.

The success of the program depends on the efforts of all of those involved.

- I shall meet the attendance and participation requirements of the program.
- I shall meet all work requirements of this program as set out by my trainer (class room teacher) and/or my employer.
- Where necessary, I will attend catch up classes after school or on the weekend.
- I will report my absence to the Home and Host school by 8.30 on my VETiS day.
- I will abide by my trainer’s rules and the rules of the Host school whenever I am on site.
- My attitude and behaviour will be that of the expected standard.
- I will adhere to all Occupational Health and Safety requirements both in and out of class.
- I will pay all fees as requested by my Home school by the due date.
- I will do the appropriate work placement as specified in the program to the best of my ability. I understand that my failing to meet with work placement requirements may result in my being withdrawn from the VETiS program.
- While on Work Placement, I will keep my log book up to date and readily available at all times.
- I will attend the program in the prescribed uniform.
- While travelling to the Host school, I will behave in an appropriate and safe manner.

Failure to abide by the above commitments may result in my removal from the program. I have discussed the VETiS course and its requirements with my parent/guardian. I accept the commitment that my participation in the VETiS course requires of me.

Name of Student:

Student Signature:

Parent/Guardian/Carer Signature:

Date:

PRIVACY NOTICE:

So that the school can assist with the placement of students in the S.E. VETiS Network for 2017, we ask for information about the students and their parents/guardians. All information we collect about students and their parents/guardians will be kept confidential and only used for the purpose of placement, recording of attendance and medical emergency. If you have concerns about the privacy of the information please contact the school Principal.

CONSENT:

I have read the South Eastern VETiS Network VETiS Course Student Application Form 2017 and privacy notice and understand why this information is being collected and how it will be used. I agree to the disclosure of my child's student information: (Name of Student) for the purpose of enrolment at a South Eastern VETiS Network Host school or Non School Provider.

Name of Parent/Guardian:

Signature:

Date:

OFFICE USE ONLY

PART 4: VET COORDINATOR'S ENDORSEMENT

I endorse that the above named student has undertaken course/career counselling and that this program is deemed suitable for them.

Signature: **Date:**..... **Phone:**

GLOSSARY OF TERMS

ATAR: The Australian Tertiary Admissions Rank - Derived from SAC/SAT scores in Units 3 and 4 to rank students in order of merit for tertiary selection. Students need to apply for tertiary selection to be ranked.

COURSEWORK ASSESSMENT: The assessment of work, done mainly in class time, to establish how students are performing in Units 3 and 4. It must conform to the Study Design. Can be School Assessed Coursework (SAC) or School Assessed Tasks (SAT).

GAT: General Achievement Test - Consists of a test held in June. All students undertaking studies at units 3/4 sit the GAT. The GAT result is used for statistical purposes only and the confidential result is reported to students in December.

LEARNING OUTCOMES: The prescribed knowledge or skills of a unit. Students must demonstrate an acceptable level in order to meet the requirements of a particular study.

SCHOOL ASSESSED COURSEWORK (SAC): A task completed during class time to assess how students are performing in Units 3 and 4, set and marked by teachers according to Victorian Curriculum and Assessment Authority specifications.

SCHOOL ASSESSED TASK (SAT): An assessment task used in certain subjects (portfolio, model, sculpture etc.) Applies to Studio Arts, Visual Communication and Design, Design and Technology, Food Technology and Media.

SEMESTER: Equivalent to half a school year or two terms.

SEQUENCE OF UNITS: Most studies have been designed as a sequence of four units, to be taken in each semester over two years. (Unit 1, 2, 3 & 4)

STUDENT PROGRAMS: A student program is the overall program of studies undertaken by a student during the three year VCE. Programs will normally include 24 units taken over six semesters.

STUDY SCORE: The aggregate score given out of 50 for the school assessments and examinations in Unit 3/4 sequences. They are used to derive the ATAR.

STUDY DESIGN: Describes the units available within the study and prescribes the objectives, areas of study, work requirements and assessment tasks.

UNIT: A semester length component of a study.

UNITS 1 and 2: Units within a VCE study designed to approximate the Year 11 level of difficulty.

UNITS 3 and 4: Units within a VCE study designed to approximate the Year 12 level of difficulty.

VCAA: Victorian Curriculum and Assessment Authority: Responsible for curriculum, assessment and certification of VCE and VCAL.

VCAL: Victorian Certificate Applied Learning

VCE: Victorian Certificate of Education

VETiS: Vocational Education and Training: A program in which students complete TAFE subjects (modules) as part of their VCE or VCAL Certificate.

VTAC: Victorian Tertiary Admissions Centre: Administers a joint selection system on behalf of tertiary institutions.