

## Year 10 SETPlan Virtual Conferences: Thursday 10 September 2020

Year 10 Senior Education and Training Plans (SETPlans) are completed by all Year 10 students and are a *compulsory requirement of Education Queensland*.

For Year 10 students, it will involve consideration and completion of their compulsory Senior Education Plans. This process will enable students to have a clear pathway as they move into the IB Diploma in Year 11.

The SETPlan is a document developed by every Year 10 student, with the help of QACI staff and parents. It provides the opportunity for students in their senior years of school to set goals and track their progress throughout their tertiary study and the world at work. Furthermore, the SETPlan process is designed to help students create, document and work towards their career and academic goals in a formal process.

The SETPlan promotes learning that is aligned with students' aspirations and abilities that, at QACI, leads to the awarding of a QCE and/or an IB Diploma. It will serve as a reference point or map for students as they progress through their senior schooling and will support their participation in further education and training.

The SETPlan is a flexible document designed to change over time and will be reviewed regularly. Leading up to the SETPlan conferences, students will be guided through a series of steps to gain understanding of their strengths and aspirations in readiness for the completion of their SETPlan forms, and subject confirmation for the IB Diploma. As well as discussing the SETPlan, this conference aims to provide the platform for a concise discussion about your student's progress and ability to succeed and will ensure their HL/SL subject choices support this.

**The conferences will occur on Thursday 10 September 12.00pm to 6.00pm, with each student allocated 15 minutes for a video conference involving parents, student and teacher using the Microsoft Teams application on the QACI student laptop**

NB: Year 10 students are not required to attend school as there are no scheduled classes on Thursday 10 September.

### How will it all happen?

1. Parents will book a 15-minute video conference with the teacher using the PTOonline booking system.
2. Student (with parents) will setup the laptop and login to MS Teams at their location prior to the booked conference time.
3. Teachers will initiate the MS Teams meeting to the student laptop at the booked time of each conference.
4. Parents and student will join the conference with the teacher via the meeting request sent by the teacher through MS Teams on the student's laptop

### Booking your conference

You can book your conference online using the internet-based booking system called PTOonline.

As of 6.00pm Friday 4 September, you will be able to book a conference (one per student) for a time that suits you. **It is essential you book in for these important appointments.** Bookings close at 8.00am on Monday 7 September.

Please access the system as follows:

- Go to the school home page [www.qaci.eq.edu.au](http://www.qaci.eq.edu.au)
- Then click on the tab Our School / Parent Teacher Communication (<https://qaci.eq.edu.au/our-school/parent-teacher-communication>)
- Click [HERE](#) to go to the PTO booking system
  - **Click "Obtain PIN/Password" and enter your email address.** (This must be the address previously supplied to QACI).
  - Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen. Alternatively return to QACI's website and click "Login" and enter your Surname/login and PIN/Password as provided in the email.

If you encounter any problems using PTO please notify Client Services, preferably via email at [admin@qaci.eq.edu.au](mailto:admin@qaci.eq.edu.au) or on 3552 9333 from 8.00am to 2:00pm.

Yours faithfully,

Karen Casey  
Deputy Principal