

Year 10 SETPlans: Thursday 14 September 2017

Year 10 Senior Education and Training Plans (SETPlan)

A SETPlan is completed by all Year 10 students and is 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 Academy 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 interview 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 14 September 12.00pm to 6.00pm**, with each student allocated 20 minutes.

NB: Year 10 students are only required to attend for their Set Plan interview on this day as there are no scheduled classes.

Booking your interviews

You can book your conferences online using an internet-based booking system called PTOOnline. Interviews will be of 20 minutes duration and **students are required to attend** with their parents.

As of 9.00am Saturday 2 September, Year 10 parents will be able to book a conference (one per student) for an interview time that suits you. It is essential you book in for these important appointments. Bookings close at 8.00am on Monday 11 September.

Please access the system as follows:

- Go to the Academy's home page www.qaci.eq.edu.au
- Then click on the tab 'For Parents' & 'Parent-Teacher Interviews'.
- Follow the link to the PTOOnline website.
- 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, 'Parent-Teacher Interviews' tab and click "Login" and enter your Surname/login and PIN/Password as provided in the email.
- When you have made your booking, you can print a report of your booking.

SETPlan Conferences will be held at QACI on Level 5, please enter at Level 2 on Musk Avenue and use the lifts to Level 6. There is no available parking in the building; please allow ample time to find a park in the village. Please arrive 10 minutes prior to your interview time.

If you encounter any problems using PTO please notify Client Services, preferably via email at admin@qaci.eq.edu.au or on 3552 9333 from 9.00am to 2:00pm.

Yours faithfully,

Karen Casey
Deputy Principal