



Amendment or New Subject Proposal Form

*Teachers are asked to complete the Amendment or New Subject Proposal Form below for any new subjects.
One form is to be completed for each subject or change proposed.*

<p>New subject</p> <p>or</p> <p>Amendment to existing subject</p>	
<p>Name of subject</p>	
<p>Year Level</p>	
<p>Rationale/evidence for new subject</p> <p>or</p> <p>Description of subject amendments along with rationale</p>	
<p>Subject overview</p> <p>-Course Guide Blurb</p> <p>- Include all links to Victorian Curriculum</p> <p>- Complete a Scope and Sequence for the Semester Long subject</p>	
<p>List all current qualified teachers (staff codes) and include their qualifications</p> <p>N.B. There should be a minimum of 4 qualified staff for any proposed subject.</p>	

<p>Non-qualified staff that will receive professional development so they are ready for 2025</p> <p>(staff codes & PD they will undertake)</p>	
<p>Room restraints</p> <p>Can this subject be taught in any room?</p> <p>Is there a specific room it must be taught in? If so, why?</p> <p>Is there a preferred room?</p>	
<p>Constraints - Resources</p> <p>What resources are specific to this subject?</p>	
<p>Additional application process (this is a new requirement for all subjects).</p> <p>Please provide a stimulus for students to respond to on Web Preferences.</p>	
<p>Anticipated Budget (including itemised expenses)</p>	
<p>Please note no elective subject will run with less than 20 students. There is no scope to run composite classes.</p>	
<p>Proposal written by</p>	
<p>Learning Area</p>	
<p>Learning Area Leader Endorsement and Signature</p>	
<p>Date</p>	