



Single Course Provision Application 2020

Years 11-12 Beginners Languages

Chinese, French, German, Indonesian, Italian, Japanese,
Korean, Modern Greek and Spanish

This application must be emailed by 13 November 2019 to ensure students can begin course work at the commencement of the 2020 school year.

Year 12 course applications should be submitted by the end of Term 3, 2019.

All negotiations regarding applications are strictly between the home school and NSW School of Languages (NSL).

Further information

Phone: (02) 9381 4800 / 4807 / 4808

Email: enrolments.nswsol@det.nsw.edu.au

Website: www.nswschoollang.schools.nsw.edu.au

Attention Supervisor

Checklist before submitting application

1. Details on pages 1 and 2 for the student and parent/carer have been completed correctly and legibly. ☐
2. Statement re the student's medical condition has been completed on page 3. ☐
3. The form Authority to Publish, Photograph, Film and Record Sound has been completed on page 4. ☐
4. The Principal has completed pages 5, 14 if applicable and 16. ☐
5. The student has signed page 6 and 11. ☐
6. A valid reason for application has been given on page 13. ☐
7. The supervisor has signed page 15. ☐
8. The Anaphylaxis ASCIA/Asthma management plan has been included. ☐
9. The student has been shared in ERN. (NSW DoE schools only) ☐
10. For NSW DoE schools: Your finance department has paid the fees via an interschool journal transfer. ☐
11. For non-residents: Passport and visa details have been completed. ☐

Please [email](#) completed application and keep original for your records.



enrolments.nswsol@det.nsw.edu.au

Student Email Information	
An email address is mandatory as all courses are delivered online. The enrolment cannot be finalised until the student has responded to the email we send after enrolment is approved.	
Student's school email address:	

Residency Status (Essential for enrolment in NSW School of Languages, a NSW government school.)

Australian citizen Yes ☐ No ☐ If NO, all fields must be completed:

Passport Number Country of Issue

Student's Residency Status Permanent ☐ Temporary ☐

Visa class Sub Class Visa Expiry Date

Country of birth If born overseas, date of arrival in Australia

Parent/Carer Details (Mandatory for all students, to be completed by parent/carers)

Parent/Carer in Australia - Current email address must be provided for main parent/carer.

Parent/Carer - 1 (where student resides)	Surname:	Relationship to Student:
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Title: Mr/Mrs/Ms/Miss/Dr	First Name:
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Street Address

Suburb Postcode

Home Phone Mobile Phone

Email Address: (Mandatory)

[illegible]

Parent/Carer - 2	Surname:	Relationship to Student:
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Title: Mr/Mrs/Ms/Miss/Dr	First Name:
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Street Address

Suburb Postcode

Home Phone Mobile Phone

Email Address:

STUDENTS: How did you hear about NSW School of Languages?

School/teacher: **Yes** ☐ **No** ☐

Friends/family: **Yes** ☐ **No** ☐

Online search: **Yes** ☐ **No** ☐

Social media: **Yes** ☐ **No** ☐

Newspaper (please specify):

Advertisements (please specify):

Other:

Student Medical Information

Mandatory

It is essential that all questions are completed and the form signed by the parent/carer to ensure we have current medical information in case of an emergency and to guide our teaching of the student.

Student's name

Emergency contact person: Name Phone

Relationship to student Mobile

Allergies

My child has an allergy ☐ Yes ☐ No

Description of allergy

Anaphylaxis

My child: is Anaphylactic ☐ Yes ☐ No

carries an EpiPen ☐ Yes ☐ No

has a current **ASCIA Action Plan** (less than 18 months old) ☐ Yes

(A current coloured copy must be attached to the application)

Asthma

My child: has asthma ☐ Yes ☐ No

has a current **Asthma Action Plan** (updated yearly) ☐ Yes

(A current coloured copy must be attached to the application)

Go to nswschoolang.schools.nsw.gov.au/about-our-school/enrolment.html for links to ASCIA/Asthma management plan templates.

Other Medical Conditions (e.g. depression, anxiety, diabetes, epilepsy, ASD)

My child: has a medical condition ☐ Yes ☐ No

has a disability ☐ Yes ☐ No

is on the ASD spectrum ☐ Yes ☐ No

Please explain the medical condition, disability or degree of Asperger's or Autism. **(Attach any health care plans)**

Learning Support Needs

My child receives learning support at the home school: ☐ Yes ☐ No

Please explain

NB: Students with anaphylaxis, asthma, or other serious medical conditions must bring their medication/auto-injector/health management plan to lesson days or excursions

Declaration by Parent/Carer

I, understand that the information disclosed above may be
full name

discussed by the Principal of NSW School of Languages with other members of the school staff as is necessary, to enable staff to care for my child.

Signed Date

Authority to Publish, Photograph, Film and Record Sound

Mandatory

Publishing Student Information

NSW School of Languages would like to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class as well as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to:

- Public websites of the Department including the school website, the Department's intranet (staff only), blogs and wikis.
- Departmental publications including the school newsletter and promotional material published in print and electronically including on the Department websites.
- Official departmental and school social media accounts on networks such as the school's YouTube, Facebook and Twitter pages.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

NSW School of Languages will at all times take extreme care with the use of your child's image and information.

Permission to publish

I have read the information about publishing student information (above) and

☐ **YES**, I give permission

☐ **NO**, I do not give permission

for NSW School of Languages to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

Student's name: _____ Year: _____

Parent's/Carer's Name: _____ Date: _____

Parent's/Carer's Signature: _____

Course Requested

☐ Year 11

☐ Year 12

The maximum number of units studied by a student including the NSW School of Languages (NSL) course requested must not exceed 13 units in Year 11 and 11 units in Year 12.

List all courses to be studied in 2020 with unit value. If more than 13 PC units are listed below, **please have the Principal confirm in writing** (below) which subject the student will withdraw from once the application is accepted.

	Units		Units
English	<input type="text" value="2"/>	<input type="text"/>
NSL	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>
		TOTAL	<input type="text"/>

The student will withdraw from **before** commencing the NSL subject.

Principal's name:

Principal's signature:

Please tick the **Beginners Language** requested.

- | | | |
|---|---|---|
| <input type="checkbox"/> Chinese Beginners | <input type="checkbox"/> French Beginners | <input type="checkbox"/> German Beginners |
| <input type="checkbox"/> Indonesian Beginners | <input type="checkbox"/> Italian Beginners | <input type="checkbox"/> Japanese Beginners |
| <input type="checkbox"/> Korean Beginners | <input type="checkbox"/> Modern Greek Beginners | <input type="checkbox"/> Spanish Beginners |

All courses require a minimum of 5 students to run.

Course Information

Is the course requested taught at your school in 2020? Yes ☐ No ☐

If 'Yes' explain why the student cannot study this course at your school, e.g. timetable clash. Complete the Special Circumstances Reason for application (page 14).

.....

Has the student studied this language before? Yes ☐ No ☐

If 'Yes' provide the following information:

Stage 4 or 5 grade

Mark at last assessment Date of last assessment

Textbooks/Materials previously used/Topics covered

.....

.....

ALL STUDENTS

I declare that all information I have given in this form is correct.

I agree to undergo an assessment to determine my eligibility or suitability for the course requested.

I understand that inaccurate or incomplete information could place the award of my Higher School Certificate at risk.

I undertake to submit work regularly.

I acknowledge it is my responsibility to work at a faster pace, as advised by my NSW School of Languages teacher, if I have enrolled after the beginning of the school year.

Signature of Student

Date/...../

Student General Information				
1. In which country were you born?				
2. What language did you first learn to speak?				
3. Which language(s) do your parents/carers speak?		Most of the time	Sometimes (please quantify)	
Parent/Carer 1		
Parent/Carer 2		
4. Which language(s) do you speak with your parents/carers?		Most of the time	Sometimes (please quantify)	
Parent/Carer 1		
Parent/Carer 2		
5. Which language(s) do you speak with others?				
Reading/Writing	Easily	Reasonably	With difficulty	Not at all
6. How well can you READ the language you are requesting to study?				
7. How well can you WRITE the language you are requesting to study?				
<p>8. Have you had any in-country experience in the language for which you are applying?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> in (country)</p> <p>If yes, please provide details by ticking the appropriate boxes or providing specific information.</p> <p>(a) How long were you in the country? Please provide dates:</p> <p>(b) Did you attend school there? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If so, for how long?</p> <p>(c) What proportion of your lessons were in the language of the country?</p> <p><input type="checkbox"/> all <input type="checkbox"/> some <input type="checkbox"/> none</p> <p>(d) Did you travel around during your visit? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If so, for how long?.....</p> <p>(e) Did your visit involve homestay? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If so, for how long?.....</p>				

Eligibility

- ♦ Eligibility to undertake a Beginners, Continuers or Asian Language in Context course is determined by the Principal of the school delivering the course - in this case, NSW School of Languages.
- ♦ To be deemed eligible for a course, a student must meet ALL of the eligibility criteria for that course at the time of entry to the course.
- ♦ If the student believes that the Principal's determination is not in accordance with the course eligibility criteria, they may seek a review of the determination initially from the Principal and subsequently from the NSW Education Standards Authority. Principals should inform students of the procedure for requesting a review and provide students with a Review of Eligibility Determination form on request. Further information regarding the procedure for requesting a review is available on the NESA website.

Eligibility determination for Beginners Language Courses for Stage 6 / Year 11-12 students

Use this if applying for **Beginners** courses in Chinese, French, German, Indonesian, Italian, Japanese, Korean, Modern Greek and Spanish.

NESA has defined the target candidature as follows:

Target Candidature: Students who wish to learn the language as a second (or subsequent) language commencing in Year 11. Students either have no prior spoken or written knowledge or experience of the language, or their experience is derived solely from, or is equivalent to, study of the language for 100 hours or less in Stage 4 or Stage 5.

Students should first read the following **eligibility criteria**:

- *Students have had no more than 100 hours' study of the language at secondary level (or the equivalent).*
- *Students have little or no previous knowledge of the language. For **exchange students**, a significant in-country experience (involving experiences such as homestay and attendance at school) of more than three months renders a student ineligible.*

For the purpose of determining eligibility:

- *Speakers of dialects and variants of a language (e.g. Hokkien, Cantonese, Shanghainese) are considered to be speakers of the standard language (i.e. Mandarin).*
- *Speakers of Indonesian and speakers of Malay are considered to be speakers of both languages.*

*To be eligible for a course, students must meet **all** of the eligibility criteria at the entry point to that course.*

Applicant's name: NESA number.....

Language requested:

Student's Formal Education*

Students must complete ALL COLUMNS A – F in full.

	A	B	C	D	E	F
School Year	Calendar Year	Name of main school/s attended	Names of any other school/s attended (Saturday School, Community Languages School, NSL)	Country in which school was attended	Language of instruction in all classes at that school	Foreign language/s you learned at main school/other school
Year 1	20__					
2	20__					
3	20__					
4	20__					
5	20__					
6	20__					
7	20__					
8	20__					
9	20__					
10	20__					
11	20__					
12	20__					

Students from overseas should attach copies of any certificates, school reports, passport date of entry to Australia, or letters to support the information given on this form.

Any further information related to formal education:

*Formal education is "Education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country." UNESCO – International Standard Classification of Education (2011).

Student's name

Student's NESA number

Knowledge of the language from other sources

Please use the table below to provide a statement about the extent of your knowledge of the language gained from other sources.

Have you used or do you use the language to communicate with anyone outside the classroom? Yes ☐ No ☐

If **yes**, please provide details of the type and extent of any communication that has involved you in speaking, writing, reading or listening to the language outside the classroom.

.....
.....
.....

Have you attended classes in the language given at a community language school or by a private tutor? Yes ☐ No ☐

If **yes**, please provide details of:

a) name of school or private tutor, and the classes you have attended

.....

b) the period of attendance and the total number of hours you have spent in these classes.

.....

Have you been an **exchange student** in a country where the language you are applying for is used as the language of communication? Yes ☐ No ☐

If **yes**, give details of:

a) time spent in that country

.....

b) time spent living with a family in that country

.....

c) time spent attending a school in that country.

.....

Additional documentation provided by student

Students may choose or be asked to provide additional documentation to support their application, particularly if they have changed schools or countries. Such documentation may include school reports from previous schools, or passports or other evidence of residency in Australia and/or overseas.

Please list any additional documentation submitted with this application.

.....
.....
.....

Student declaration

Please complete the Statutory Declaration, which must be signed by the student and an appropriately qualified person. The following persons may witness a statutory declaration in New South Wales:

- a justice of the peace
- a notary public
- a solicitor or barrister with a current New South Wales or interstate practising certificate
- a commissioner of the court for taking affidavits
- a person by law authorised to administer an oath
- the school Principal.

It is an offence under the *Oaths Act, 1900* to make a false statutory declaration. If you are unsure of the answers to any of the questions you have given above, seek advice from your principal before you sign the declaration.

Statutory Declaration

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I, do solemnly and sincerely declare that
[name of declarant]

all information given on this form is complete and correct, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on
[place] [date]

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, a
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR
*I have confirmed the person's identity using an identification document and the document I relied on was
[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]

Parent/Carer Acknowledgement

I, acknowledge that I have read the Statutory Declaration.
[parent/carers full name]

Signed: Date:
[parent/carers sign]

Statement to be completed by the Student's Home School

The language course for which is applying will be delivered
student's name
 through NSW School of Languages.

The following additional information is provided for the consideration of the NSL Principal. Such additional information can be drawn from school enrolment forms, school interviews or school assessment. Where possible a teacher's assessment of eligibility and suitability for this course should be included.

Home school supervisor's signature:

Home school supervisor's name:

Principal's signature:

Principal's name:

Date:

Eligibility Determination – NSW School of Languages use only

This decision will only be conveyed to the school if the student is deemed **ineligible**. In all other cases the student will be deemed to be provisionally eligible based on the information provided in this application. However, a further assessment by the teaching faculty will take place before the student begins work.

..... Beginners course.

..... is ☐ **Eligible**, subject to a further assessment by the teaching faculty.

☐ **Ineligible**. Please advise if the student intends to withdraw, request a review of the eligibility determination, or to commence another course.
 Application will be held for 3 days only.

Head Teacher Enrolments
 NSL

Date:

Reason for Application – all students **NB: At least one** category must be completed. **Students with a family background in the language requested must complete this section in addition to another category.**

Please refer to NSW School of Languages *Single Course Provision Information Handbook*.

Please tick the **relevant category or categories**.

Within quota applications

NESA minimum requirements for the Preliminary and HSC courses ☐

Family background language ☐

Family background
language relevant to this application:

Who speaks this language in the
student's home?

***Special circumstances** ☐

When the Principal can establish that a student's special circumstances require access to distance education the Principal can apply for single course provision **with accompanying documentary evidence to substantiate their application (page 14)**.

Outside quota applications Principal must provide a statement of support on page 14 or attach a separate statement, for categories marked with an asterisk.

Study interrupted by transfer ☐

Name of previous school

Date of transfer / /

***Single course languages for small cohorts (2 to 5 students requesting the same language course)** ☐

These applications are considered outside quota if:

- (1) **the Principal of the home school can provide evidence that the school cannot provide the course in any other way and that distance education is the only option;**
- (2) **they are submitted within the enrolment period.**

***Disabilities** ☐

Please attach documentation of the disability.

Full-fee-paying Overseas/International students ☐

Country of origin

Date of arrival in Australia

When does the student expect to return permanently to the home country?

Exchange programs/Study Abroad ☐

Country of origin

Date of arrival in Australia

When does the student expect to return to the home country?

Has the student previously studied the subject requested? ☐ Yes ☐ No

Does the student intend to sit for the Higher School Certificate Examination? ☐ Yes ☐ No

Principal's Statements

Outside Quota Applications and Special Circumstances

Students in exceptional circumstances

This category is designed to meet unforeseen and extraordinary circumstances not identified elsewhere in the current Distance Education Enrolment Procedures, available from <https://education.nsw.gov.au/policy-library/associated-documents/de-enrolproc.pdf>

Government schools should provide their request for consideration to their Director Educational Leadership. Non-government schools should provide their request for consideration to the Director, Rural and Pathways Education, Learning and Teaching Directorate.

Please attach written approval from the Director as appropriate.

*** Principal's statement of support to justify special circumstances applications and certain applications not subject to quota.**

i.e. Single course languages for small cohorts, Disabilities, Students in Exceptional and/or Special Circumstances.

Principal's name: _____

Principal's signature: _____

Date: _____

Year 12 only Application for Enrolment in an HSC Course

Principal, please complete the declaration below if the student is enrolling in an HSC course.

I certify that this student has satisfied the requirements for the Preliminary Course in the course requested, by

☐ Course work in Year 11

Which school?

When?

(Attach a copy of ROSA Certificate, Stage 6 Preliminary Courses issued by NESA, if available)

.....
Principal's Signature

Supervision (Condition for single course provision)

The supervisor must provide appropriate supervision for the student in their learning environment. They must ensure that the student is supported while learning through distance education.

The supervisor must arrange for supervision of the student's tests and examinations. All formal communication will be addressed to the supervisor.

The supervisor guarantees the following:

- the student will be supervised during schoolwork activities
- work will be completed in all courses on a weekly basis, or as advised by NSL
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict supervision, ensuring that they are the unaided work of the student
- tests, examinations and assessment tasks will be worked on the date(s) and at the time(s) specified, in a quiet room, and will be submitted by the due date
- textbooks and teaching materials that have been issued by NSL will be returned, if requested, when the student completes the course or leaves the school.

The supervisor agrees to:

- monitor the completion of set tasks and interact with the student as required in learning activities
- provide their signature on all work submitted to NSL. Note: Any completed examination paper/assessment task received without the supervisor's signature will be regarded as invalid
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- develop a timetable that provides for the required number of hours of study each week
- provide suitable work/study area for student, with telephone in a quiet place and internet access
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- provide the student with computer access
- provide advice about illness or absences which have affected the student's ability to complete set activities
- forward **Warning Letters** issued by NSL to the student's parent/carer.

IMPORTANT: Not complying with the above conditions may lead to the student not meeting course requirements or a review of the single course provision.

School Supervisor's Acknowledgement

- I have read the information for supervisors and I understand the conditions for single course provision
- I have discussed the distance education requirements with the student

(Please print clearly)

Supervisor's name (Mr/Mrs/Ms/Miss/Dr)

Given Name

Family Name

Faculty Mobile

Supervisor's school email

Supervisor's signature Date

Please advise NSL in writing of any change of supervisor.

Principal's Agreement (Conditions for single course provision)

For an enrolment to be accepted, the Principal guarantees:

- the home school is responsible for payments relating to this application
- the student is capable of working independently, but under the supervision of a nominated member of the teaching staff who supervises the study arrangements of the student including assignments, formal examinations and assessment tasks
- time is allocated to the student within the school timetable to study the distance education course
- the student will be provided with the required support resources, e.g. a quiet work room, computer and internet access during school hours
- the home school agrees to purchase any textbooks required, and to print course materials as necessary
- the student has access to a school telephone in a quiet place during school hours as it is acknowledged the telephone is an essential tool for language learning by distance education
- all resources such as DVDs and other stimulus material lent to the student will be returned when requested or when the student finishes the course
- **examinations and assessment tasks will be supervised at school by a teacher in a quiet room, and will be held on the dates and at the times specified by NSL; or when requested, students in the metropolitan area will attend NSL for examinations and assessment tasks**
- procedures will be in place to ensure that parental/carer's permission is obtained for students to attend activities arranged by NSL and that the home school will carry out risk assessments related to these activities
- the student is informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school or centre
- the student meets the NESA eligibility criteria, where applicable, for the course
- the student is entered by the home school for the Preliminary Course or the Higher School Certificate, indicating that the course is studied "elsewhere" at NSL (NESA school code 5000)
- written notification will be made to NSL in the event of a change of supervisor
- to notify NSL of any special needs, special circumstances, special provisions or learning adjustments made for this student.

I am aware that this application will not proceed until:

- All pages are completed
- Supervisor and Principal have signed
- Student has been "shared" on ERN
(NSW DoE Schools only)

The student's continued provision is dependent on the above conditions for the duration of the course.

Please complete the following:

- (a) The student has a **history of violence** Yes ☐ No ☐
- (b) I have ensured the completion of the Statement re student's medical condition form and have advised NSL of any student with any **anaphylactic condition**
- (c) I have provided a **Learning Support Program** or **Health Management Plan** for this student if appropriate

I agree to the conditions of single course provision for distance education as listed above.

I have nominated a teacher as the school supervisor for this student:

(Mr/Mrs/Ms/Miss/Dr)

Principal's name

Principal's signature Date / /

Principal's email

Course Fees for 2020 – New fees for government schools*

Government Schools will need to create an Interschool Journal Entry in SAP before submitting the application. It is essential to provide the student's name on the Journal entry. (Please refer to NSL [website](#) for detailed instructions).

Non-government Schools will be issued an invoice from NSW Department of Education on behalf of NSW School of Languages. This will advise the school how the fees can be paid.

School Contributions for Government School Students

New enrolments in Year 11 and 12 , 2020	\$220 (2 years)	NO GST
New enrolments in Year 12 , 2020	\$110 (1 year)	

The fee is non-refundable for students who submit an application then withdraw once the application is approved.

School Contributions for Non-Government School Students

Enrolment – Years 11 or 12 , 2020	\$800 (1 year)	NO GST
<ul style="list-style-type: none">Where a student withdraws from a course within the first term of enrolment, the refund is \$600.Where a student withdraws from a course within the second term of enrolment, the refund is \$400.Where a student withdraws from a course within the third or fourth term of enrolment, the fee is non-refundable.		

Additional Fees

Some courses have an additional cost for textbooks or for publishing rights for the use of the textbooks in online courses. Please refer to the specific language information on our website, or ring the individual language Head Teacher on (02) 9381 4800.

*Refer to the current Distance Education Procedures regarding the Department's Voluntary School Contribution policy.