



Single Course Provision Application 2020

English EAL/D

- For students in Year **11** or **12** enrolled in rural and regional NSW secondary government schools.
- Please first read the [Stage 6 English EAL/D via distance education, Conditions and Procedures for Schools](#).

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.nswschoolang.schools.nsw.edu.au



Education

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. Page 7 background information has been completed and documentation provided for Students from overseas. ☐
5. The student has signed page 8. ☐
6. The Principal has completed pages 9 and 11, as appropriate. ☐
7. The supervisor has signed page 10. ☐
8. The Anaphylaxis ASCIA/Asthma management plan has been included. ☐
9. The student has been shared in ERN. ☐
10. Your finance department has paid the fees via an interschool journal transfer. ☐
11. For non-residents: The student's passport and visa details have been completed. ☐

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



Application for Single Course Provision in 2020

enrolments.nswsol@det.nsw.edu.au

Office use only		
Category	Enrolled by	ERN
	Date	Millennium

School Information (Please print clearly)

School

School street address

Postcode

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

DoE: All students must be shared on ERN before application can be accepted.

ER/Enrolment Registration Number: (Gov. schools only) Shared: ☐

Student's NESA Number (if known)

Home school enters students for the Year 10, Preliminary and HSC courses with the NSW Education Standards Authority (NESA). NSL Code 5000

Student Information (Please print clearly)

Surname

please print

Given Names Preferred Name

as per birth certificate/passport

Date of birth / / Female ☐ Male ☐ Other ☐

Student's mobile

Tick box if applicableAboriginal or Torres Strait Islander ☐

What language/s other than English does the student speak at home?

Student Email Information (Please print clearly)

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:
Title: Mr/Mrs/Ms/Miss/Dr	First Name:	

Street Address

Suburb Postcode

Home Phone Mobile Phone

Email Address: (Mandatory)

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

Street Address

Suburb Postcode

Home Phone Mobile Phone

Email Address:

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: _____

Agreement to Return EAL/D Course Resources

Mandatory

The books and DVDs for the EAL/D Preliminary and HSC courses are **loaned** by two separate institutions - NSW School of Languages and the Equity Resources Centre in Sydney. The Resources Centre is separate from the NSW School of Languages.

The student must return all resources to their school supervisor **immediately after the Yearly/HSC Examination**. The school supervisor must return them to the NSW School of Languages and to the Equity Resources Centre.

The student will need to pay replacement costs if resources are not returned to the school supervisor one week after the Yearly/HSC Examination.

Parent/Carer Agreement

I understand that if does not return all EAL/D course
student's name

materials (books and DVDs) to the school supervisor within one week of the Yearly/HSC Examination I will have to pay replacement costs.

.....
name

.....
signature of parent/carers/guardian or student, if over 18

Units of Study (Home school must enter students on Schools Online)

Stage 6: Year 11 ☐ or Year 12 ☐

Please list ALL courses and units of study:

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

The maximum number of units studied by a student, including EAL/D, must not exceed 13 units in Year 11 and 11 units in Year 12.

All courses require a minimum of 5 students to run.

Timetabled EAL/D Periods and Contact Times (within school hours)

EAL/D periods

e.g. Monday 11.20 – 12.20

.....

.....

Best contact times – within school hours

e.g. Wednesday 2.00 – 2.45

.....

.....

Course Information

Has the student previously studied English?

Yes ☐ No ☐

If 'Yes' please provide details:

.....

.....

Does the student use English outside the classroom?

Yes ☐ No ☐

If 'Yes' please describe the extent of usage:

.....

.....

.....

Background information required for Stage 6/Year 11-12 students in rural and/or regional areas applying to study English as a Second Language (EAL/D)

Students must complete ALL COLUMNS A - D in full.

	A	B	C	D
School Year	Calendar Year	Name of main school(s) attended	Country/ies in which school was attended	Language/s of instruction (other than in language classes)
Year 1	20__			
2	20__			
3	20__			
4	20__			
5	20__			
6	20__			
7	20__			
8	20__			
9	20__			
10	20__			
11	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 education, e.g. attendance comments and interruption to schooling:

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 English?				
7. How well can you write English?				

Additional information			
Date of arrival in Australia		Date of enrolment at home school	
Special skills/talents and/or interests			

ALL STUDENTS
<p>I declare that all information I have given in this form is correct.</p> <p>I declare that I have either completed the New Arrivals Program or that I have received instruction in English for at least one year with support from an EAL/D teacher.</p> <p>I undertake to engage with my coursework regularly and to return all resources lent to me.</p> <p>I undertake to submit my work regularly.</p> <p>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.</p> <p>Signature of Student Date/...../.....</p>

Course Entry Criteria (Principal to complete and sign)

- ☐ The student has been educated in English for 5 years or less prior to Year 11, or the student is a refugee and/or has had interrupted schooling.
- ☐ The student has reached Phase 2 EAL/D – she/he has completed the New Arrivals Program or has received instruction in English for at least one year with support from an EAL/D teacher.
- ☐ EAL/D is not offered at the home school.
- ☐ The student is enrolled full-time in a rural or regional NSW **government** school.

Principal's name:

Principal's signature:

Reason for Application

Stage 6 EAL/D is available under out of quota provision to rural or regional NSW government schools where EAL/D is not offered

Additional Learning Support Needs (home school to provide details, if applicable)

Welfare/learning support needs (in addition to EAL/D needs)

Home school **Learning Support Team** comments, if required

Supervision (Conditions for EAL/D provision)

The supervisor should first refer to the section on Roles and Responsibilities for Supervising Teachers in the *Stage 6 English (EAL/D) via Distance Education - Conditions and Procedures for Schools 2017*.

The role of the supervising teacher includes:

- being familiar with the relevant syllabus requirements
- monitoring student attendance at timetabled lessons and study periods
- supporting and encouraging students through assistance with locating materials and resources needed for lessons, developing a timetable for work, providing a suitable workplace, ensuring basic equipment is set up when required
- clarifying course content and task requirements by interpreting and explaining to students the intention of instructions or comments included in lesson materials or in messages from the NSL EAL/D teacher
- monitoring the students' completion of set tasks and the return of work to NSL
- upholding security and fairness in assessment tasks by ensuring that students are not allowed access to any additional information that has not been provided by the NSL EAL/D teacher
- ensuring that tests, examinations, assessment tasks and assignments are conducted under strict supervision, in a quiet room, and are worked on the date(s) and time(s) specified and submitted by the due date
- ensuring student responses to assessment tasks are saved or copied before being forwarded to the NSL EAL/D teacher
- recording all relevant details pertaining to assessment tasks, e.g. name, date and time submitted
- notifying the NSL EAL/D teacher when a student misses an assessment task
- liaising with the NSL EAL/D teacher regarding non-completion of assessment tasks
- communicating with home school parents through the N Determination process (Warning Letters), if required
- providing feedback to the NSL EAL/D teacher on the students' responses to the lesson activities and on their performance and interest, including advice about illnesses or absences which have affected the students' ability to complete activities
- supporting the student in the use of information and communication technologies such as Moodle, video/web conferencing and ensuring a manageable and familiar start-up routine for each lesson, including, e.g. turning equipment on and off, focusing the camera, using microphones (enhancing voice projection) and logging the student into the video/web conferencing system
- liaising with students regarding welfare issues and liaising with parents, if required
- being contactable by phone, email or voicemail.

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

School Supervisor's Acknowledgement

- I have read the information for supervisors and I understand the conditions for English EAL/D 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 EAL/D provision)

The Principal should first refer to the Stage 6 English EAL/D via Distance Education.

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 and supports the student's use of technology. Where possible, **the supervising teacher should be a member of the English staff or be supported closely by a member of the English staff**
- to provide a period allocation for the supervising teacher, where possible
- 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, video conferencing equipment, CD/DVD player, computer and internet access during school hours
- 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
- the home school agrees to purchase any textbooks required, and to print course materials as necessary
- **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**
- the student is entered with the NSW Education Standards Authority by the home school for the Preliminary Course EAL/D 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 **completed Phase 1 EAL/D** Yes ☐ No ☐
- (b) The student has a **history of violence** Yes ☐ No ☐
- (c) 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**
- (d) 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).

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.

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.**