



# Single Course Provision Application 2020

**Years 11-12**

- **European Continuers and Extension languages**
- **Latin Continuers**
- **Indonesian & Literature**

**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](mailto:enrolments.nswsol@det.nsw.edu.au)

Website: [www.nswschoollang.schools.nsw.edu.au](http://www.nswschoollang.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. The Principal has completed pages 5, 10 if applicable and 12. ☐
5. The student has signed page 8. ☐
6. A valid reason for application has been given on page 9. ☐
7. The supervisor has signed page 11. ☐
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.



## Application for Single Course Provision in 2020

[enrolments.nswsol@det.nsw.edu.au](mailto: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.**

ERN/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 applicable**

Aboriginal 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 - Other**

Surname:

Relationship to Student:

Title: Mr/Mrs/Ms/Miss/Dr

First Name:

Street Address .....

Suburb ..... Postcode .....

Home Phone ..... Mobile Phone .....

Email Address:

[illegible][illegible]

**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](https://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 language requested and circle the desired course.

C = Continuers

E = Extension  
(HSC only)

I & L = Indonesian & Literature

| LANGUAGE                              | COURSE |
|---------------------------------------|--------|
| <input type="checkbox"/> French       | C   E  |
| <input type="checkbox"/> German       | C   E  |
| <input type="checkbox"/> Indonesian   | I & L  |
| <input type="checkbox"/> Italian      | C   E  |
| <input type="checkbox"/> Latin        | C      |
| <input type="checkbox"/> Modern Greek | C   E  |
| <input type="checkbox"/> Portuguese   | C      |
| <input type="checkbox"/> Russian      | C      |
| <input type="checkbox"/> Spanish      | C   E  |

**All courses require a minimum of 5 students to run.**

| 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?  |               | <b>Most of the time</b> | <b>Sometimes</b> (please quantify) |                   |
| Parent/Carer 1  |               | .....                   | .....                              |                   |
| Parent/Carer 2  |               | .....                   | .....                              |                   |
| 4. Which language(s) do you speak with your parents/carers?   |               | <b>Most of the time</b> | <b>Sometimes</b> (please quantify) |                   |
| Parent/Carer 1  |               | .....                   | .....                              |                   |
| Parent/Carer 2  |               | .....                   | .....                              |                   |
| 5. Which language(s) do you speak with friends?   |               |                         |                                    |                   |
| <b>Reading/Writing</b>  | <b>Easily</b> | <b>Reasonably</b>       | <b>With difficulty</b>             | <b>Not at all</b> |
| 6. How well can you READ the <b>language you are requesting to study</b> ?  |               |                         |                                    |                   |
| 7. How well can you WRITE the <b>language you are requesting to study</b> ?   |               |                         |                                    |                   |
| <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> |               |                         |                                    |                   |



## 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:

## 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 10).

.....

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

If ‘Yes’ provide the following information:

Stage 5 grade/Year 11 mark .....

**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 ..... / ..... / .....

**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? .....

Reasons student cannot attend the Saturday School of

Community Languages: .....

**\*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 10)**.

**Outside quota applications** Principal must provide a statement of support on page 10 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 tick and complete (a) or (b) and then sign 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

(a) ☐ Course work in Year 11  
Which school? .....  
When? .....  
*(Attach a copy of ROSA Certificate, Stage 6 Preliminary Courses issued by NESA, if available)*

(b) ☐ Advanced Standing/Recognition of Prior Learning  
Explanation .....  
.....

Principal's Signature

**N.B. HSC students applying for an Extension course: A Year 11 mark of approx. 85% and above is recommended to undertake an Extension course satisfactorily.**

## Supervision (Conditions 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, DVD player, 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)

New enrolments in Year **12**, 2020 **\$110** (1 year)

**NO GST**

1 Unit Extension Course 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**

Enrolment – 1 Unit Extension Course, 2020 **\$400** (1 year)

#### **Years 11 or 12, 2020:**

- 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**.

#### **1 Unit Extension Course, 2020:**

- Where a student withdraws from a course **within the first or second term** of enrolment, the refund is **\$200**.
- 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.**