



NSW SCHOOL  
OF LANGUAGES

## Single Course Provision

# Enrolment Information Handbook 2024

Chinese, French, German, Indonesian, Italian, Japanese, Korean, Latin,  
Modern Greek, Portuguese, Russian and Spanish  
English EAL/D (NSW public, non-metropolitan schools only)

- For students in **Years 9-12** enrolled in NSW secondary schools or TAFE colleges.
- Please read this document before completing a Single Course Provision application.



Applications must be emailed by 8 November 2023 to ensure students can begin course work at the commencement of the 2024 school year.

Year 12 applications should be submitted by the end of Term 3, 2023.

All negotiations regarding applications are strictly between the home school and NSW School of Languages. The home school liaises with the parent/carer.



Education

# NSW School of Languages

## Locked Bag 88 Strawberry Hills NSW 2012

For more information on  
NSL single course application matters  
please go to our [website](#) or contact

Head Teacher Enrolments

phone (02) 9381 4800

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

For additional information on Distance Education matters, please contact

**Distance Education Office**

Director, Rural and Pathways Education

Learning and Teaching Directorate

PO Box 717, Bathurst NSW 2795

Telephone (02) 6334 8060 [rde@det.nsw.edu.au](mailto:rde@det.nsw.edu.au)

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## NSW School of Languages

NSW School of Languages (NSL) is a NSW public high school and specialist language centre. The school offers a languages curriculum through the flexibility of distance education. We provide over 80 language courses in 12 languages for students in Years 9 -12 from both NSW public high schools and other educational providers.

NSL observes the usual NSW public school holidays and is open 8.30am to 3.30pm.

### Who can apply?

NSL can supplement the curriculum of students enrolled in NSW secondary schools and TAFE colleges under the provisions in the current [Distance Education Enrolment Procedures](#), (an extract from this document is included on pages 6-9).

Distance education schools and centres have designated intake areas. NSL draws its enrolments from Sydney metropolitan schools and TAFE colleges. Students can apply through their school to study a single course language at NSL if they are unable to access that language at their home school. Approval is subject to the conditions in the [Distance Education Enrolment Procedures](#) document. Students may also apply with NSL if the desired language cannot be provided by their local distance education centre. Follow [this link](#) for further details on designated [intake areas](#).

### How do students apply?

Applications must be lodged by the Principal/Supervisor of the home school of the enrolling student. Applications for 2024 enrolment in Years 9, 10 and 11 should be received by NSL in Term 3 and early Term 4 2023, prior to the **deadline 8 November 2023**. All enrolments must be **finalised** by 14 February 2024. Applications after this date can only be considered if endorsed as an exceptional circumstance by the Director Educational Leadership for NSW public schools or in the case of other educational providers, the Director, Rural and Pathways Education, Learning and Teaching Directorate.

Applications for a Higher School Certificate (HSC) course should be lodged in Term 3 for the beginning of the HSC course in Term 4. We understand that some applications will need to be made throughout the year, particularly for students transferring schools or returning from an exchange period overseas.

We would advise students take the enrolment [quiz](#) to determine whether they are suitable to studying via distance education.

**Enrolment can be processed only if the enrolment application form is fully completed.**

To submit an application, Principals, Supervisors, parents and students are advised to read the information in this booklet thoroughly and then to proceed to the course-specific single course provision application forms on our website, under [Enrolment](#).

### What are the benefits?

#### Studying by distance education:

- promotes independence and equips students with skills useful for future studies
- provides personalised learning at a pace decided by the student and teacher
- enhances organisational and ICT (Information and Communication Technology) skills.

#### Studying a language:

- increases literacy skills in English
- helps develop our brains – we become more intelligent and more flexible and creative thinkers when we study a language
- promotes cultural awareness and understanding
- increases students' employability and career mobility
- enhances travel experiences by enabling students to communicate with the locals.

## Important information

### Course access fees

A student's course fees are to be paid by their home school.

Upon application, a student's home school should follow payment procedures as outlined on the [NSL website](#).

Additional course costs may be required during the year for some courses, for example textbooks. Please refer to the relevant language page on the [NSL website](#) for these additional course costs.

If a NSW public school decides to pass the course cost onto a parent/carer rather than meet it within the school budget, the cost is to be treated as a voluntary contribution.

Other educational providers fees for access to single course distance education will be set annually. These are not voluntary contributions and reflect the staffing reduction incurred by a NSW public school when a student accesses a course through distance education. The Department does not determine whether other educational providers meet the course costs or pass them on to the parents/carers.

NSL will produce interschool journal(s) (GL 401670, School Code 8588) for government schools which will be sent to them to be approved. We would appreciate these done promptly to avoid any delays in finalising the enrolment. Once completed the school will be emailed the journal number.

Other educational providers schools will be issued an invoice from NSW Department of Education on behalf of NSL. The invoice will advise the school how the fees can be paid. See p. 7 for payment and refund details.

### Changing schools

When a student already studying with NSL changes schools but wishes to continue with the NSL subject, a change of school application form should be submitted by the new school. A withdrawal form needs to be submitted by the school the student is departing. These forms are available on our website, under [Enrolment](#).

### NSW Education Standards Authority language eligibility rules

All enrolments for NSL require that both distance education regulations and the NSW Education Standards Authority (NESA) eligibility rules are followed. **All Stage 6 Beginners and Asian language Continuers and Language in Context courses** require that home school Principals, students and their parents/carers acknowledge that the student fulfils eligibility requirements.

Any changes to the application form once it has been submitted will require a NESA eligibility determination form to be submitted with a statutory declaration. [Beginners course application form](#), [Continuers course application form](#), [Language in Context application form](#).

### Severe allergies/medical conditions/ASD spectrum/learning issues

NSL must be notified **in the original application**, or at any time the condition is diagnosed, about any student who:

- has a **severe allergy or medical condition** which may require management when and if the student visits our school.
- is on the **autism spectrum disorder**. This information is essential to inform and guide the teaching of the ASD student.
- has an individual **health management** or **risk management plan** or **learning support program** at school.

A medical declaration form requesting this information is included in the application forms on our website, under [Enrolment](#). This declaration must be completed and returned with the application even if the student has none of these conditions.

**Note: students with anaphylaxis, asthma, and/or other serious medical conditions must bring their medication/auto-injector/health management plan to lesson days or excursions.**

## Students with behaviour management issues

All relevant information about students with a history of violence or other behaviour management issues must be forwarded by the home school's Principal to the NSL Principal with the application. This information should be emailed to the NSL Principal or attached to the application and marked 'Personal and Confidential,' for the NSL Principal only.

## Internet acceptable use and code of behaviour for NSL students

It is a condition of continued enrolment that all students abide by the NSW Department of Education's policy on acceptable internet use and code of behaviour. These policies can be viewed on the Department of Education's website, on the [Student use of digital devices and online services](#) page. Failure to comply with these policies may result in disciplinary or legal action.

## Permission to publish student work and photos in school publications

The form requesting permission to publish student work and photos is included in the application forms. The parent/carer may choose to give or withhold permission. In either case, the form **must** be returned to NSL, signed by both the student and the parent/carer (if the student is under 18) with the application form.

## Access to internet and student email addresses

It is essential for students to have access to the internet at school and a school email address as our courses are delivered online.

## Enrolment Registration Number

The NSW Department of Education has issued every student in NSW public schools with an individual Enrolment Registration Number (ERN). This number must be included in the application form. Please note, students no longer need to be shared in ERN. NSL will extract the students once the application has been approved. Students from other educational providers will be assigned an ERN on enrolment.

## NSW Education Standards Authority entries

Students studying with NSL must be **entered by the home school** with NESA in Schools Online for:

- Year 10 electives
- Preliminary courses
- Higher School Certificate courses

For NESA entries, please indicate the course is studied "elsewhere" and then use the NSW School of Languages school code **5000**.

Subject codes for languages can be found on pages 13-15 of this booklet.

## Enrolment enquiries

Head Teacher Enrolments  
Phone (02) 9381 4808

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

# Course access fees 2024

Course access fees will be collected from the home school via an Interschool Journal which will be produced by NSW School of Languages.

NSW School of Languages will produce interschool journal(s) using GL 401670 (as instructed by Schools Finance) and the account assignments provided in the School Agreements. Once a student has been approved, the journal will be produced and the journal number sent to the School Administration Manager (SAM)/Business Manager (BM). Prompt approval by the home school Principal is appreciated.

Other educational providers will be issued an invoice from NSW Department of Education on behalf of NSL. This will advise the school how the fees can be paid.

## Course access fee for NSW Public Schools

New enrolments in Years <b>9</b> and <b>11</b> , 2024	<b>\$230</b> (2 years)	<b>NO GST</b>
New enrolments in Years <b>10</b> and <b>12</b> , 2024	<b>\$115</b> (1 year)	
1 unit Extension course Year <b>12</b> , 2024	<b>\$115</b> (1 year)	

Course access fees are **non-refundable** to home schools that withdraw the student after the application is approved.

## Course access fee for Other Educational Providers

New enrolments in Years <b>9</b> or <b>10</b> , 2024	<b>\$340</b> (1 year)	<b>NO GST</b>
New enrolments in Years <b>11</b> or <b>12</b> , 2024	<b>\$800</b> (1 year)	
1 unit Extension course, 2024	<b>\$400</b> (1 year)	

### Years **9** or **10**, 2024

- If a student withdraws from a course **within the first term** of enrolment, the refund is **\$230**.
- If a student withdraws from a course **within the second term** of enrolment, the refund is **\$170**.
- If a student withdraws from a course **within the third or fourth term** of enrolment, there is **no refund**.

### Years **11** or **12**, 2024

- If a student withdraws from a course **within the first term** of enrolment, the refund is **\$600**.
- If a student withdraws from a course **within the second term** of enrolment, the refund is **\$400**.
- If a student withdraws from a course **within the third or fourth term** of enrolment, there is **no refund**.

### 1 unit Extension course, 2024

- If a student withdraws from a course **within the first or second term** of enrolment, the refund is **\$200**.
- If a student withdraws from a course **within the third or fourth term** of enrolment, there is **no refund**.

## 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.

## Years 9-12 curriculum access single course provision - categories and conditions

Single course provision is available as a service to schools that cannot provide the necessary breadth and flexibility of curriculum and where a local solution such as a connected classroom with another local school is not available.

Home schools may request single course provision from the distance education school to augment their curriculum to allow their student to meet the minimum curriculum requirements for Stage 5 or the pattern of study requirements for Stage 6 as required by NESA for registration. **Students exceeding the minimum curriculum or pattern** of study for their stage are **not eligible** for this provision.

Schools using distance education must comply with NESA requirements for outsourcing courses to an external provider. Information for other educational providers is available in the appropriate NESA registration documentation.

All NSW public schools are required to meet the registration requirements described in the Registration Process for the NSW Government Schooling System Manual. This manual, published by the NESA, describes the requirements and associated evidence that will demonstrate system compliance. All distance education schools are subject to these requirements and meet the NESA requirements as an external provider for single course provision.

In providing single course access, the relationship is strictly between the home school and the distance education school. All aspects of the request must be assessed and managed by the home school, not the parent/carer.

The Principal of the distance education school approves the provision of single courses.

Single course applications are limited by a quota based on the size and capacity of the school to deliver a broad curriculum from its own resources.

### Common requirements for single course provision

Single course provision will be considered only when the home school Principal certifies that:

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- a member of the teaching staff at the home school has been nominated to supervise the study arrangements of the single course student, including assignments, formal examinations and assessment tasks
- the student will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students
- procedures will be in place to ensure that the student will regularly return work and complete all tasks including assignments, formal examinations and assessments
- 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 will be provided with resources where required, such as printing, textbooks, reference materials, access to a computer with internet access, camera and headsets, that meet the Department's current specifications
- the student has access to and use of supervised specialist rooms as required
- procedures will be in place to ensure that parent/carer permission is obtained for the student to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities
- access to a suitable venue and supervision for NESA examinations is available.



## Annual quota applying to new applications

Schools have maximum flexibility within the parameters of the annual quota. For example, students can be included in more than one course, or schools can fill their annual quota in a single course.

Schools other than schools for specific purposes (SSPs) or educational training units seeking single course provision for students, can submit a maximum number of new applications per annum according to the following schedule:

Total secondary school enrolment	New applications per annum
300 or fewer	15
301 to 500	9
more than 500	6

Specialist settings attached to other schools, such as tutorial centres and support classes, should make their requests for curriculum support to their host school. If the host school cannot provide the necessary levels of support, the Principal can apply for single course provision on behalf of the specialist setting within the existing quota.

### Applications where the quota applies

#### Schools requiring access to an elective course in Years 9 and 10

When a school requests access to an elective course for a student in Year 9 or 10, it replaces a school delivered elective course. **Courses studied by a student should not exceed the equivalent of seven 200-hour courses.**

#### Schools accessing courses to meet NESA minimum requirements for the HSC

The maximum number of units studied by a student including the distance education course, **must not exceed 13 units in the Preliminary course and 11 units for the HSC course.**

Students completing study of a course at the end of Stage 5 (Year 10) are not considered to be continuing their study of the same course for Year 11. Therefore, these students count as part of each school's annual quota for new applications.

#### Schools accessing courses to meet the needs of students with unique circumstances

When the Principal can establish that a student's unique circumstances require access to distance education, the Principal can apply for single course provision with accompanying documentary evidence to substantiate their application.

### Applications not subject to quota

School Principals who seek distance education single course provision for students in the following circumstances must provide a statement justifying the application.

Applications not subject to quota **may not** include a course offered at that year level by the home school.

#### Students whose study has been interrupted by transfer to another school

Students who are committed to the study of a course in Stage 5 or Stage 6 whose study has been interrupted by transfer to another school, may have an application made on their behalf by the Principal of the new school. Applications for single course provision for these students should be made as soon as possible after the student arrives at the new school. This may include students who are temporarily attending an NSW secondary school while on a recognised exchange program.

### **Specific single course languages for small cohorts**

Consideration for out of quota placements will only be considered for small numbers of students. The Principal of the home school must provide evidence to the distance education school that they cannot provide access to language courses in any other way than distance education. Consideration for provision outside of quota must be received by the application closing date.

### **Schools requiring access for students with confirmed disabilities**

Students unable to undertake a course of study at their school because their disability restricts their access to specialist teaching areas or facilities can have the Principal of their school make an application for single course provision on their behalf.

### **Full fee paying overseas students currently enrolled in NSW public schools or other educational providers**

NSW public schools or other educational providers that have enrolled full fee paying overseas students can apply for single course provision to meet the needs of these students. The application should explain why the home school cannot provide for the student.

### **Students with unforeseen and unique circumstances**

This category is designed to meet unforeseen and unique circumstances not identified elsewhere in this document.

NSW public schools should provide their request for consideration to their Director, Educational Leadership. Other educational providers should provide their request for consideration to the Director, Rural and Pathways Education, Learning and Teaching Directorate.

The relevant Director will consider if:

- policies or procedures have been followed
- the educational and/or welfare needs of the student can be met by the home school
- there are other ways the home school can provide the subject requested (for example, through a connected classroom arrangement)
- the Distance Education school is the most appropriate option.

### **Application closing dates**

Applications for both NSW public schools and other educational providers should be received at the distance education school by 8 November 2023 for the following year and must be finalised by 14 February 2024. Applications after this date can only be considered if endorsed by the Director Educational Leadership for the requesting school or in the case of other educational providers the Director, Rural and Pathways Education, Learning and Teaching Directorate.

Applications for students beginning an HSC course in 2024 should be made by the end of Term 3 2023.

### **Where to apply**

The distance education schools and centres including the NSW School of Languages have designated intake areas. Details of these areas are available on our [website](#). Other educational providers seeking single course enrolment are advised to contact the closest secondary distance education school or centre, to seek advice about their designated intake areas.

Applications for single course provision must be made to the designated distance education school or centre. If Principals seek single course provision for a student at a school other than the designated school, the application will be considered in accordance with [Enrolment of Students in NSW Government Schools](#) policy under the criteria for non-local enrolment. The full range of distance education services may not be available if this is affected. Particularly, opportunities related to face-to-face programs may be restricted due to the impact of greater distance.

## Eligibility for languages – Stage 6

[NESA eligibility criteria](#) apply to the following courses:

### Beginners courses

**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. No other student is eligible.

#### 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 (for example: Hokkien, Cantonese, Shanghainese) are considered to be speakers of the standard language (for example, 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.

### Asian languages Continuers courses – Chinese, Indonesian, Japanese, Korean

**Target candidature:** Students who are learning the language as a second (or subsequent) language. Students typically have studied the language for 200-400 hours at the commencement of Stage 6.

#### Eligibility criteria:

- Students have had no more than one year's formal education from the first year of primary education (Year 1) in a school where the language is the medium of instruction.
- Students have no more than three years' residency in the last 10 years in a country where the language is the medium of communication.

For the purpose of determining eligibility:

- Speakers of dialects and variants of a language (for example: Hokkien, Cantonese, Shanghainese) are considered to be speakers of the standard language (for example, 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.

### Chinese in Context, Japanese in Context and Korean in Context courses

**Target candidature:** Students typically have been brought up in a home where the language is used, and they have a connection to that culture. These students have some degree of understanding and knowledge of the language. They have received all or most of their formal education in schools where English (or another language different from the language of the course) is the medium of instruction. Students may have undertaken some study of the language in a community, primary and/or secondary school in Australia. Students may have had formal education in a school where the language is the medium of instruction up to the age of ten.

#### Eligibility criteria:

- Students have had no formal education\* in a school where the language (of the course) is the medium of instruction beyond the year in which the student turns 10 years of age (typically Year 4 or 5 of primary 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).*

For the purpose of determining eligibility:

- Speakers of dialects and variants of a language (for example: Hokkien, Cantonese, Shanghainese) are considered to be speakers of the standard language (for example, Mandarin).

## NSW Education Standards Authority (NESA) course codes

Each year you will need to ensure that Year 10, 11 and 12 students studying with us are enrolled into the correct language course(s) with [NESA Schools Online](#). The person authorised at your school to complete NESA Confirmation of Entry can use the codes in the table below. Please be mindful of entries for year 10. If a Year 10 student has studied year 9 & 10 with us, the student is assigned the 200 hour course code. If a student is completing 100 hours with us and they have studied 100 hours of the target language in year 9 elsewhere, they are assigned the 200 hour course code. If a student has studied only 1 year of a language with us and at no other location in year 9, they will be assigned the 100 hour course code.

### (NSL school code 5000)

Year 10 Stage 5	
Course name	NESA code
Chinese 200 hours	810
Chinese 100 hours	811
French 200 hours	870
French 100 hours	871
German 200 hours	880
German 100 hours	881
Indonesian 200 hours	910
Indonesian 100 hours	911
Italian 200 hours	920
Italian 100 hours	921
Japanese 200 hours	930
Japanese 100 hours	931
Korean 200 hours	940
Korean 100 hours	941
Latin 200 hours	950
Latin 100 hours	951
Modern Greek 200 hours	990
Modern Greek 100 hours	991
Russian 200 hours	1010
Russian 100 hours	1011
Spanish 200 hours	1040
Spanish 100 hours	1041

<b>Preliminary courses</b>	
<b>Course name</b>	<b>NESA code</b>
Chinese Beginners	11530
Chinese Continuers	11540
Chinese in Context	11547
English EAL/D	11165
French Beginners	11630
French Continuers	11640
German Beginners	11650
German Continuers	11660
Indonesian Beginners	11690
Indonesian Continuers	11700
Indonesian and Literature	11715
Italian Beginners	11720
Italian Continuers	11730
Japanese Beginners	11740
Japanese Continuers	11750
Japanese in Context	11757
Korean Beginners	11780
Korean Continuers	11790
Latin Continuers	11810
Modern Greek Beginners	11870
Modern Greek Continuers	11880
Portuguese Continuers	11920
Russian Continuers	11935
Spanish Beginners	11960
Spanish Continuers	11970

<b>HSC courses</b>	
<b>Course name</b>	<b>NESA code</b>
Chinese Beginners	15540
Chinese Continuers	15550
Chinese Extension	15570
Chinese in Context	15557
English EAL/D	15155
French Beginners	15670
French Continuers	15680
French Extension	15690
German Beginners	15700
German Continuers	15710
German Extension	15720
Indonesian Beginners	15750
Indonesian Continuers	15760
Indonesian and Literature	15775
Indonesian Extension	15780
Indonesian in Context	15767
Italian Beginners	15790
Italian Continuers	15800
Italian Extension	15810
Japanese Beginners	15820
Japanese Continuers	15830
Japanese Extension	15850
Japanese in Context	15837
Korean Beginners	15870
Korean Continuers	15880
Latin Continuers	15900
Modern Greek Beginners	15970
Modern Greek Continuers	15980
Modern Greek Extension	15990
Portuguese Continuers	16030
Russian Continuers	16045
Spanish Beginners	16070
Spanish Continuers	16080
Spanish Extension	16090

## Useful websites

[NSW School of Languages](#)

[Conditions and Procedures for Accessing Distance Education](#)

[Intake areas](#)

[Rural and Distance Education Unit site on the DoE intranet](#)

[NSW Education Standards Authority](#)

[Late or Unforeseen and Unique Circumstances Application by NSW Public Schools](#)

[Late or Unforeseen and Unique Circumstances Application by Other Educational Providers](#)