



Single course provision application 2024

Years 11-12

English EAL/D

Only available to students enrolled in rural and regional NSW public schools.

Before applying for enrolment, please read [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 / 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 2 and 3 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 4.
3. The form Authority to publish, photograph, film and record sound has been completed on page 5.
4. Page 8 background information has been completed and documentation provided for Students from overseas.
5. The student has signed page 10.
6. The Principal has completed pages 11 and 13, as appropriate.
7. The supervisor has signed page 12.
8. The Anaphylaxis ASCIA/Asthma management plan has been included.
9. The student has been shared in ERN.
10. For non-residents: The student's passport and visa details have been completed.

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

NSW Education Standards Authority entry requirements for the HSC English EAL/D course

The English EAL/D course may be studied by any student who has been educated overseas or in an Australian educational institution with **English as the language of instruction for five years or less prior to commencing the Year 11 course**. This includes Aboriginal and Torres Strait Islander students from remote Indigenous communities where Standard Australian English is not the language of instruction.

The onus is on students to provide evidence of their previous schooling.

In order to apply the above criterion, the principal must determine the main language of instruction at previous schools attended by the student.

An English EAL/D Eligibility Declaration must be completed (by the school and the student) for any student seeking entry to the course. This form is kept by the principal.

For a student who has had a substantially interrupted education, approval may be sought to extend the period of instruction in English to **six years or less**. The **principal is required to send a submission**, including the completed declaration form to NESAs, providing evidence of the student's individual circumstances.

Application for single course provision in 2024

enrolments.nswsol@det.nsw.edu.au

<i>Office use only</i>		
<i>Application category (RDE)</i>	<i>Enrolled by</i>	<i>ERN</i>
<i>Approval category (NSL)</i>	<i>Date</i> / /	<i>Millennium</i>

School information (Please print clearly)

School

School street address

..... Postcode School phone number

School supervisor's name

NSW public schools only: Student must be shared on ERN before application can be accepted.

Enrolment Registration Number (ERN) Shared

Student information (Please print clearly)

Surname

Given names Preferred name
as per birth certificate/passport

Date of birth / / Female Male Other

Student's mobile

Is the student of Aboriginal or Torres Strait Islander origin?
No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

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

NSL course applied for

Student email information (Please print clearly)

The student's **school** email address is **mandatory** as all courses are delivered online.

NSW public schools

	@education.nsw.gov.au
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Other educational providers

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Residency status (Mandatory)

Australian citizen Yes No If 'No', all fields must be completed.

Passport number Country of issue

Student's residency status: Permanent Temporary

Visa classSub classVisa expiry date / /

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

Parent/Carer details

Parent/Carer in Australia - **This parent/carers will receive all correspondence**

Parent/Carer - 1 (where student resides)	Surname	Relationship to student
Title: Mr/Mrs/Ms/Miss/Dr	Given name	

Street address

Suburb Postcode

Home phone Mobile phone

Email address (Mandatory)

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Parent/Carer - 2	Surname	Relationship to student
Title: Mr/Mrs/Ms/Miss/Dr	Given name	

Street address

Suburb Postcode

Home phone Mobile phone

Email address

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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

Does your child have an allergy? Yes No

Description of allergy

Anaphylaxis

Does your child have a severe allergy/anaphylaxis? Yes No

Do they carry an EpiPen? Yes No

If 'yes', you MUST attach a current coloured ASCIA Action Plan (less than 18 months old)

Asthma

Does your child have asthma? Yes No

If 'yes', you MUST attach a current coloured Asthma Action Plan (updated yearly)

Other medical conditions (For example, depression, anxiety, diabetes, epilepsy, ASD)

Does your child have any other medical condition? Yes No

Does your child have a disability? Yes No

Is your child on the ASD spectrum? Yes No

If 'yes' please explain the medical condition, disability or degree of Asperger's or autism. (Please attach a colour copy of any health care plans)

.....
.....

Learning support needs

Does your child receive learning support at the home school? Yes No

If 'yes' please explain the support provided

Declaration by Parent/Carer

I, understand that the information disclosed above may be
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.

Signature..... Date / /

Authority to publish, photograph, film and record

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, 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.

Permission to record video

I give permission for my child to participate in videoed assessment activities and lessons. These sessions may be recorded and will only be shared with their teachers and with class members who were unable to attend the lesson.

- Yes**, I give permission to record my child for video assessments and lessons
- No**, I do not give permission to record my child for video assessments and lessons

Student's name Year

Parent's/carer's name Date / /

Parent's/carer's signature

Units of study

Year 11

Year 12*

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

Please list all courses to be studied in 2024 and their unit value.

	Units		Units
NSL - English EAL/D	<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"/>

*Did the Year 12 student complete Year 11 in this course? Yes No

All courses require a minimum of 5 students to run.

Timetabled EAL/D periods and contact times (within school hours)

EAL/D periods

For example: Monday 11.20 – 12.20

.....

.....

Best contact times – within school hours

For example: 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.

.....

.....

.....

Student's 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).

School background

Write the required information in the columns below. **Fill in all blanks. Only if you did not attend school** in any of these years, indicate by writing the work 'none' in the column. Principals should sight evidence from the student to support the information given on this form. This evidence could include certificates, school reports or letters from the student's overseas schools.

School year	A	B	C	D
	Calendar year	Name of main school(s) attended	Country or countries in which school was attended	Language/s of instruction (other than in language classes)
Year 11	20__			
10	20__			
9	20__			
8	20__			
7	20__			
6	20__			
5	20__			
4	20__			
3	20__			
2	20__			
1	20__			
K	20__			
Example		Hogwarts School of Witchcraft and Wizardry	Scotland	Parseltongue

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, for example, attendance comments, interruption to schooling.

Languages of instruction

This section is only for students who attended a school that delivered the curriculum in more than one language, such as a bilingual or international school. This does **not** include English **language** lessons.

For each year that you attended a school with a bilingual program, as indicated in the 'School background' table above, list the languages and the courses delivered in each language. Principals should sight evidence from the student to support the information given in this section.

School year	Language	Courses delivered in that language
Year 11		
10		
9		
8		
7		
6		
5		
4		
3		
2		
1		
K		
Example	Parseltongue	Science, Maths, Art, Music.

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			

Student declaration - Please check carefully all the information you have provided before you sign this statement.
<p>I declare that I have checked the information provided in this document and certify these details are correct.</p> <p>I have completed the New Arrivals Program. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I have received instruction in English for at least one year with support from an EAL/D teacher. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I agree to engage with my coursework regularly.</p> <p>I agree to submit my work regularly.</p> <p>I will return all resources lent to me within one week of the Yearly or HSC exam. If not, I will pay replacement costs.</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>Student name</p> <p>Student's signature Date/...../.....</p>

English EAL/D eligibility declaration - school statement (Principal to complete and sign)

If necessary, please refer to the Assessment Certification Examination ACE Manual 8007, <https://ace.nesa.nsw.edu.au/ace-8007>

Reason for application: 3.1.2 Stage 6 EAL/D is available under out of quota provision to rural or regional NSW public schools where EAL/D is not offered.

- The information supplied by the student is, to the best of my knowledge, true and correct.
- The student is enrolled full-time in a rural or regional NSW public school.

The student should be enrolled in the Stage 6 EAL/D course for the reasons below.

- EAL/D is not offered at my school.
- The student has completed the New Arrivals Program or has received instruction in English for at least one year with support from an EAL/D teacher.
- 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 should be enrolled in the Stage 6 English EAL/D course for the reasons below.

Please provide additional details to support the application.

.....

.....

.....

.....

Principal's name

Principal's email

Principal's signature Date / /

Please ensure that all sections in the application are completed and that any supporting documentation (as appropriate) is attached.

If you are unable to make a clear determination, please email this documentation along with the supporting evidence to Student Support NESA at studentsupport@nesa.nsw.edu.au

Learning support needs

Welfare/learning support needs (in addition to EAL/D needs)	
Home school learning support team comments	

Supervisor declaration (Conditions for EAL/D provision)

Please refer to Stage 6 English (EAL/D) via distance education - conditions and procedures for schools 2024 on our [website](#).

The role of the supervising teacher includes:

- being familiar with the relevant syllabus requirements
- providing support on a regular basis for example, 1 period per week
- monitoring the students' completion of set tasks and the return of work to NSW School of Languages (NSL)
- 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
- 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, for example, 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 Canvas, web conferencing or other learning platforms and ensuring a manageable and familiar start-up routine for each lesson, including for example, turning equipment on and off, focusing the camera, using microphones (enhancing voice projection) and logging the student into the web conferencing system or other learning platforms
- ensuring the student has access to a computer with internet access, a microphone and camera
- 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.

- 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

Faculty Phone number

Supervisor's school email

Supervisor's signature Date / /

Please advise NSW School of Languages in writing of any change of supervisor.

Principal declaration (Conditions for EAL/D provision)

The Principal should first refer to the Stage 6 English EAL/D via Distance Education- Conditions and Procedures for Schools 2017.

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 weekly 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, for example, a quiet work room, computer with internet access, camera, headsets and printer during school hours. A school phone may be used if internet access is unavailable
- 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 by the home school for the Preliminary Course or the Higher School Certificate, indicating that the course is studied "elsewhere" and using **NSL's NESA school code 5000**
- to provide written notification 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**

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

Please complete the following.

- (a) Has the student **completed the pre-enrolment assessment?** Yes No
- (b) Does the student have a **history of violence?** Yes No
- (c) I have ensured the completion of the statement re student's medical condition form and have advised NSW School of Languages of any student with any **anaphylactic condition**.
- (d) I have provided a **Learning support program** and/or a **coloured copy of any health care 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 the teacher below as the school supervisor for this student.

Supervisor's name

Principal's name

Principal's signature Date / /

Principal's email

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 SAM/BM. Prompt approval by the home school Principal is appreciated.

Course access fee for NSW public schools

New enrolments in Year **11**, 2024 **\$230** (2 years)

NO GST

New enrolments in Year **12**, 2024 **\$115** (1 year)

The fee is **non-refundable** for students who submit an application then withdraw once the application has been 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 Enrolment Procedures](#) regarding the Department of Education's Voluntary School Contribution policy. Voluntary School Contribution policy.