



NSW SCHOOL
OF LANGUAGES

Change of School Application

This application is for students currently enrolled with NSW School of Languages who are changing their home school and wish to continue studying a language with NSL.

Further information

Phone: (02) 9381 4800

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

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



Education



Change of School Application

enrolments.nswsol@det.nsw.edu.au

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

School Information (Please print clearly)

School

School street address

..... Postcode

NSW public schools only: Students 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?

Emergency Contact Details

Student's name

Emergency contact person Name Phone

Relationship to student Mobile

Reason for Application

3.2.1 Study interrupted by transfer

Name of previous school

Date of transfer / /

Continuing language with NSL School year

If the student is transferring from a NSW public school to another educational provider (which is not a NSW public school), there may be a fee adjustment. Please contact the Business Manager at NSW School of Languages for further details, phone (02) 9381 4800.

Supervisor Declaration (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 assessments 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
- assessments, examinations and assignments will be conducted under strict supervision, ensuring that they are the unaided work of the student
- assessment tasks and examinations 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
- 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 a computer with internet access, headsets and camera in a quiet place. A phone may be used for speaking lessons if internet access is unavailable
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- 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.

- 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

Faculty Phone number

Supervisor's email

Supervisor's signature Date / /

Please advise NSL in writing of any change of supervisor.

Principal Declaration (Conditions for single course provision)

For an enrolment to be accepted, the Principal guarantees:

- the student is capable of working independently, but under the supervision of a nominated member of the teaching staff who supervises the study arrangements of the student including assignments, formal examinations and assessment tasks
- time is allocated to the student within the school timetable to study the distance education course
- the student will be provided with the required support resources, e.g. a quiet work room, computer with internet access, headsets and camera during school hours
- the home school agrees to purchase any textbooks required, and to print course materials as necessary.
- 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
- students are informed that they are required to return work each week or to meet alternative minimum standards set by NSL the student meets the NESAs eligibility criteria, where applicable, for the course
- the student is entered by the home school for the Year 10 or Preliminary course or the Higher School Certificate, indicating that the course is studied "elsewhere" and using **NSL's NESAs 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 (NSW public schools only)

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

Please complete the following:

- (a) Does the student have 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 the teacher below as the school supervisor for this student.

Supervisor's name

Principal's name

Principal's signature Date / /

Principal's email