



NSW SCHOOL
OF LANGUAGES

Single Course Provision Application 2022

Years 9-10

This application must be emailed by 10 November 2021 to ensure students can begin course work at the commencement of the 2022 school year.

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.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. The student has signed page 6.
5. A valid reason for application has been given on 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. (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](#) the completed application and keep the original for your records.



Application for Single Course Provision in 2022

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 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 <input type="checkbox"/>

Student Information (Please print clearly)
Surname
Given names Preferred name <small>as per birth certificate/passport</small>
Date of birth / / Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/>
Student's mobile Student's home phone
Is the student of Aboriginal or Torres Strait Islander origin? No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/>
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
Other educational providers
.....@

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 (e.g. 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 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
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.

Signature Date / /

[Digital signature help](#)

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

[Digital signature help](#)

Course Requested

Please tick the year, number of hours and language requested for 2022.

Year 9 Year 10, 100 hours Year 10, 200 hours

*Did the Year 10, 200 hours student complete Year 9 in this course? Yes No

If no, please complete and attach the [Recognition of Prior Learning form](#).

The NSL course will **replace a school-delivered elective** course. Courses studied by a student should not exceed the equivalent of seven 200-hour courses.

- | | |
|--|--|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> *Background Stream Chinese | <input type="checkbox"/> *Background Stream Japanese |
| <input type="checkbox"/> French | <input type="checkbox"/> Korean |
| <input type="checkbox"/> German | <input type="checkbox"/> *Background Stream Korean |
| <input type="checkbox"/> Indonesian | <input type="checkbox"/> Latin |
| <input type="checkbox"/> *Background Stream Indonesian | <input type="checkbox"/> Modern Greek |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Russian |
| | <input type="checkbox"/> Spanish |

Please provide:

- total number of electives studied by Year 9 and 10 students at your school: 2 3
- names of electives that the student will study in 2022, including the NSL language:

1. NSL - 2. 3.

NSL will confirm this information in Term 1. The student's enrolment will be terminated if the NSL language is **additional** to electives.

*Background Stream (formerly Pre-in Context and Pre-Literature) courses are for students with a background in the language.

All courses require a minimum of 5 students to run.

Course Information

Is the course requested taught at your school in 2022? Yes No

If 'Yes', please explain why the student cannot study this course at your school, e.g. timetable clash, and complete the Special Circumstances reason for application (page 9).

.....

Has the student studied this language before? Yes No

If 'Yes', please provide the following information:

Mark at last assessment Date of last assessment

Textbooks/materials previously used/topics covered

.....

Student General Information

1. In which country were you born?
2. What language did you first learn to speak?
3. Can you read or write in the language requested for study? Yes No
4. Do your parents speak **any** language(s) other than English? Yes No
5. Have you had in-country experience with the language requested for study? Yes No

If you answered 'No' to all questions from 3-5, proceed to the next page 'Eligibility'.

If you answered 'Yes' to any question from 1-5, proceed to questions 6-8 and answer any that are relevant to you.

6. Rank your current ability to read or write in the language requested.
 - a) Reading Not at all With difficulty Reasonably Easily
 - b) Writing Not at all With difficulty Reasonably Easily

7. Parent/carer languages

a) Which language(s) do your parents/carers speak and how often?

- | | | | |
|--------------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Parent/carer 1 language spoken | <input type="checkbox"/> Rarely | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Every day |
| language spoken | <input type="checkbox"/> Rarely | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Every day |
| Parent/carer 2 language spoken | <input type="checkbox"/> Rarely | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Every day |
| language spoken | <input type="checkbox"/> Rarely | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Every day |

b) Which language(s) do you speak with your parents/carers?

- | | | | |
|-----------------------|---------------------------------|------------------------------------|------------------------------------|
| Language spoken | <input type="checkbox"/> Rarely | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Every day |
| Language spoken | <input type="checkbox"/> Rarely | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Every day |

8. In-country experience with the language requested

Answer the following questions with as much detail as you can provide. If more space is needed, please attach a document to your application.

- a) Did your visit to the country involve a homestay? (e.g. an exchange, an extended stay in the home of a speaker of the language) Yes No
- b) Did you attend school in a country where the language is spoken? Yes No
- c) Please supply more details of your time in the country including:
 - the name(s) of the country/countries.
 - the dates of arrival and departure and total time spent in each country.
 - details of any time spent at length in one place.
 - names of any schools you attended, including total time spent there (if applicable).
 - the proportion of your lessons taught in the language of the country (if applicable).

.....

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.....

.....

.....

Student Declaration

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 undertake to engage with my coursework regularly and to return all resources lent to me.

I undertake to submit my 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.

Student's signature

Date/...../.....

[Digital signature help](#)

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).

Please fill in in the table below. Fill in all blanks. **If applicable, please write 'none' in the relevant space.**

School year	A	B	C	D	E	F
	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	Language/s other than English you learned at main school/other school (including 100hr mandatory language study and/or Saturday School language)
Year 1	20__					
2	20__					
3	20__					
4	20__					
5	20__					
6	20__					
7	20__					
8	20__					
9	20__					
10	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

Reason for Application

Please refer to page 9 of the Enrolment Information Handbook on NSL [website](#), under Enrolment Applications. Please tick at least one enrolment category and attach documentary evidence where requested. Students with a family background in the language requested must tick that plus another category.

In Quota

3.1.1 NESAs minimum requirements for the RoSA

3.1.1 Family background language

What is the family background language relevant to this application?

.....

.....

Who speaks this language in the student's home?

.....

.....

Reasons the student cannot attend the Saturday School of Community Languages

.....

.....

.....

.....

Out of Quota (please also complete following page)

3.2.1 Study interrupted by transfer

Date of transfer / /

Previous school

.....

3.2.2 Small cohort (2-5 students requesting the same language course)

3.2.4 Access for students with confirmed disability/disabilities (please attach documentary evidence)

3.2.5 Full fee paying overseas students

Country of origin

Date of arrival in Australia / /

Date of expected return to home country

..... / /

3.2.6 Late or unforeseen and unique circumstances (please complete and attach Late or Unforeseen and Unique circumstances form, available on NSL [website](#))

Out of Quota Applications

Principal's statement to justify out of quota applications.

Principal's name

Principal's signature

Date / /

[Digital signature help](#)

Late or Unforeseen and Unique Circumstances Applications

This category is designed to meet late or unforeseen and unique 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>

NSW public schools should provide their request for consideration to their Director, Educational Leadership using the form available on the NSL [website](#).

Other educational providers should provide their request for consideration to the Director, Rural and Distance Education using the form available on the NSL [website](#).

Written approval from the Director must be attached to this application.

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 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
- the student has access to a computer with a microphone and camera
- 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 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.

- 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 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, 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 submit work each week or to meet alternative minimum standards set by the distance education school
- the student meets the NESA eligibility criteria, where applicable, for the course
- the student is entered by the home school for the Year 10 course, 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 (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

Course Access Fees 2022

NSW public 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 our [website](#) for detailed instructions.

Other educational providers 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.

Course Access Fee for NSW Public Schools

New enrolments in Year **9**, 2022 **\$230** (2 years)

NO GST

New enrolments in Year **10**, 2022 **\$115** (1 year)

The fee is **non-refundable** for students who submit an application then withdraw once the application has been approved.

Course Access Fee for Other Educational Providers

New enrolments in Years **9** or **10**, 2022 **\$340** (1 year)

NO GST

- 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**.

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.

Please refer to the current Distance Education Procedures regarding the Department of Education's Voluntary School Contribution policy.