

Learn locally. Communicate globally.

WHERE WILL A SECOND LANGUAGE TAKE YOU?







We acknowledge the Gadigal and Wangal people, the traditional custodians of the land on which we learn and work together, and commit to building relationships, respect and opportunities for all Aboriginal people in our community.



NSL – About us



- NSW Department of Education school
- Engaged with government and non-government schools
- Specialised in languages and EAL/D only
- Follow the NSW Educational Standards Authority (NESA) syllabuses
- Distance education only

Recording location - Supporting our students > Supervisors tab



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Supporting our students

Click on the link above to learn more.

Student health and safety >

Disability provisions >

Parents and carers >

Supervisors >

(areers >

Inclusive learning support >

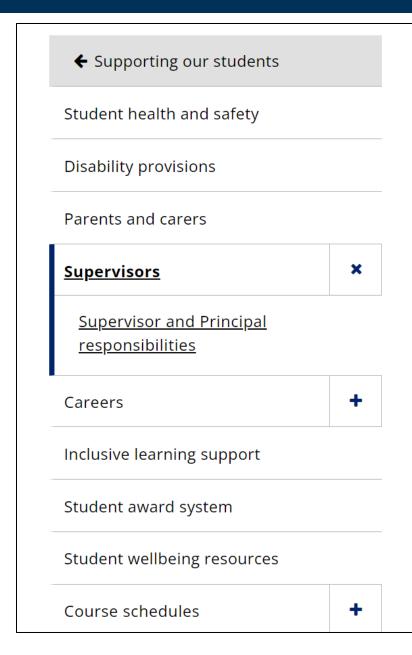
Student award system >

Student wellbeing resources >

Course schedules >

Supervisor information tab





Home school supervisors play a vital role in supporting students in their learning.

On this page

- Supervisor Enrolment Information
 Session
- Supervisor's Day
- Home School Portal
- Course codes

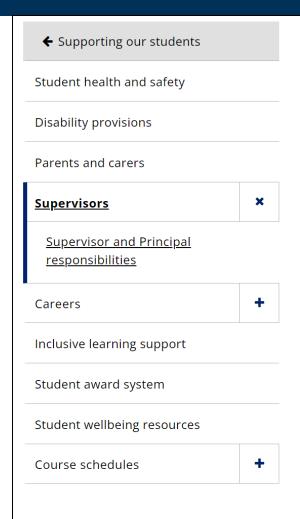
Here at the NSW School of Languages we value and appreciate the commitment and effort of our supervisors, parents and carers and our students.

In this section, supervisors can download information and documents related to the supervisor's role.

<u>Supervisor Information Booklet 2023 (PDF 1671KB)</u>

Supervisor information tab





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Information for **Supervisors**



Cover - information for supervisors booklet.

Supervisor Enrolment Information Session

Thank you to all supervisors who attended the virtual Enrolment Information session in June 2022. For those who were unable to attend, please download the PowerPoint presentation (PDF 3278KB) that was shown during the information session.

The recorded virtual presentation session is also available for viewing on the NSL YouTube channel .

Communication



The official relationship

NSW School of Languages > your school

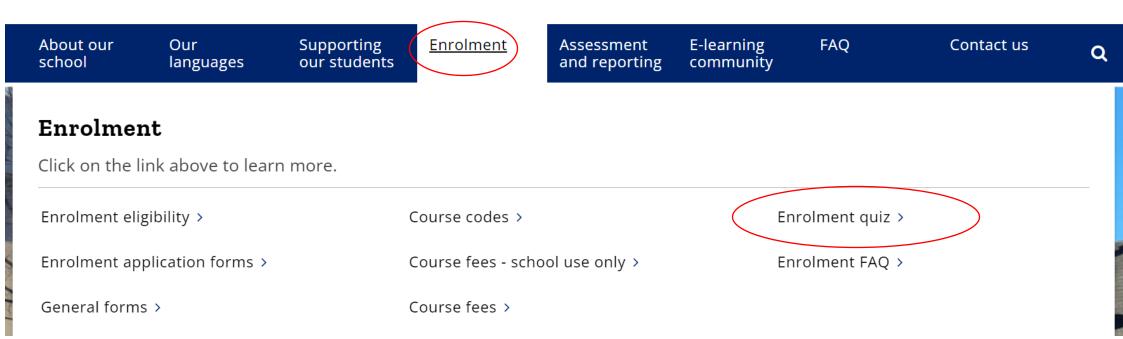
- Outside of teacher to student communication, we communicate primarily with the home school supervisor for the duration of the enrolment. For example, enrolment eligibility and approval, lesson notifications, assessment information, lateness of work.
- Newsletters, invitations to parent information sessions and parent teacher interviews are sent directly to the parent.

Attendance and engagement as per NESA requirements



Distance education is not for everyone. Distance education's measure of student attendance is through

- sustained engagement with the coursework & completion of assessments that cover listening, speaking, reading and writing skills
- commitment to scheduled speaking lessons





Can I submit applications for 2024?



- Intake area
- Quota what is inside, what is outside of quota?
- School agreement
- Distance education unit policy check with your students
- Submission date don't delay

In-area to NSW School of Languages — what does this mean?





- Intake map if your school is within this boundary, your student can apply for any of the NSL language courses. If your school is outside this area, check your local distance education provider's language courses.
- **EAL/D** students can only apply if their school is outside of our intake area boundary.

Can I apply to NSL if the language is not offered at my D.E. provider?



- You can apply for the languages which are only offered at NSL, which are:
 - Korean
 - Russian
 - Modern Greek
 - Portuguese
 - Latin
 - Yr 9, 10 Chinese
 - Yr 11, 12 Chinese Continuers
 - Yr 11, 12 Chinese and Japanese in Context
 - Yr 12 Indonesian and Literature course

TIP - If a language is not offered at your Distance Education Provider you can apply to NSL

Quota = Application limit



Table 1: Maximum applications per year for schools seeking single course provisions

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

Definition of "New applications":

- Students starting a new course, or
- Existing NSL students moving to a new stage (e.g. moving from Year 10 into Year 11. These students must fill a new application form.
- Once the application is approved by NSL it is counted toward the total of new applications.

Note: Continuing students are not counted as "New applications". This also applies where students pick up an extension course.

Inside quota



3.1 Applications where the quota applies

3.1.1 Schools requiring access to an elective subject in Years 9 and 10

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

3.1.2 Schools accessing subjects to meet NESA minimum requirements for the HSC

The maximum number of units studied by a student, including the distance education subjects, must not exceed 13 units in Year 11 and 11 units in the Year 12 course.

Students completing study of a subject at the end of Year 10 are not considered to be continuing their study of the same subject for Year 11. These students count as part of each school's annual quota for new applications.

3.1.3 Schools accessing subjects to meet the needs of students with special circumstances

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

Outside of quota – enrolling over the permitted limit



- 3.2.1 School transfer
 - includes exchange students and students changing schools
- 3.2.2 Small cohorts
- 3.2.4 Students with confirmed disabilities
- 3.2.5 Full fee-paying overseas students
- 3.2.6 late or unique and unforeseen circumstances
 - can include collapsed classes, severe illness etc.

TIP - Applications for

Portuguese, Latin and
Indonesian are automatically
outside of your quota

Small cohorts



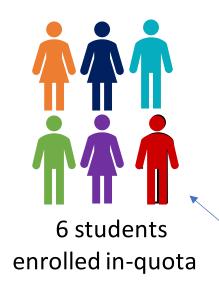
- 2-5 students seeking access to a course
 - Must all be in the same year group (e.g. Year 9),
 and
 - Must all be applying for the same language and proficiency level

Be wary of:

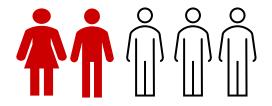
• Enrolling a 6th student in the same course. It will not be accepted, even with room inside your quota.

Small cohorts continued





Out of quota small cohort created: 3 more spots available for Year 11 French Beginners



French Beginner – Year 11

6th in-quota spot now freed up

Electives and Units Requirements



Minimum and mandatory Distance Education
 Units and electives policy

Upon NSL approval:

- Year 9 & 10: NSL language subject must be included in number of permitted electives
- Year 11: 13 units or less including NSL language
- Year 12: 11 units or less (includes continuing and extension students) including NSL language

Who does and does not need to complete an application?



Complete an application if -

- The student is new to NSL, enrolling into
 - Year 9
 - Year 10
 - Year 11
 - Year 12
- The student is seeking to enrol in Year 11. This includes existing NSL students as they're moving into Stage 6 and commencing a new course.

Do not complete an application if -

 The student has an existing NSL enrolment and is continuing into the second year of the course.
 CONFIRMATION WILL BE VIA THE SCHOOL PORTAL. INSTRUCTIONS

WILL BE EMAILED IN TERM 3.

- Year 9 into Year 10
- Year 11 into Year 12
- Existing NSL student enrolling in Extension in Year 12. A separate email will be issued to confirm enrolment.

School Agreement



School agreement

- Is the contract between us and your school
- Must be completed once per enrolment period
- Supervisors will only need to obtain their principal's signature once per year.
- Supervisors will still be required to check the content of enrolment forms.
- Must be submitted (new process) via DEMS Home School Portal prior to or at the same time as submitting applications
- Enrolment forms are still emailed from the Supervisors school email to enrolments.nswsol@det.nsw.edu.au

School agreement location



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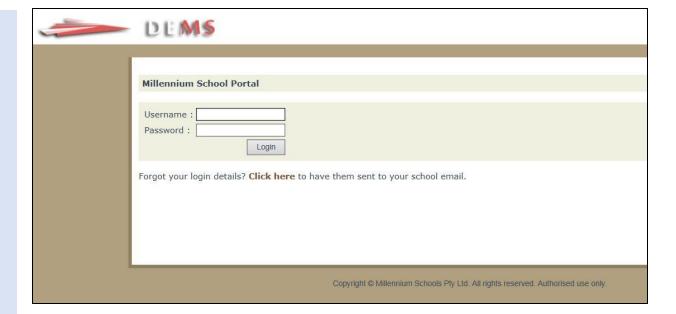
enrolments.nswsol@det.nsw.edu.au



Supervisor Portal – Access and Navigation Instructions on <u>NSL Website</u>

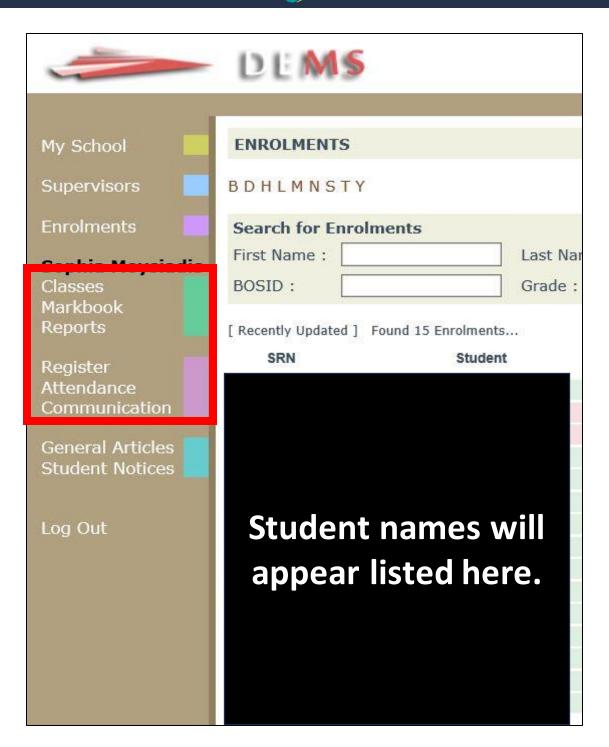
Supervisors & Parent/Carer Portal provides access to:

- Record cards and Register
- Teacher comments/ feedback on work submissions
- Academic reports
- Assessment results
- Intention to Continue (new process)
- School Agreement upload (new process)



Access to student content:

- Class and teacher details
- Markbook results
- Reports
- Register/ Communications
- Attendance



ATTENDANCE

Attendance calendar

Student speaking lessons record

January 2020 Feb										ebruary 2020							rch 2		April 2020									
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	
			1	2	3	4							1											1	2	3	4	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	7	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	8	9	10	11	12	13	14	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	15	16	17	18	19	20	21	19	20	21	22	23	24	25	
26	27	28	29	30	31		23	24	25	26	27	28	29	22	23	24	25	26	27	28	26	27	28	29	30			
														29	30	31												
May 2020								June 2020							July 2020							August 2020						
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	
					1	2		1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	40	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
31																					30	31						
September 2020 October 2020												November 2020							December 2020									
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	
		1	2	3	4	5					1	2	3										1	2	3	4	5	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31			
														29	30													

Register: Actually Sighted
Attendance: Present

Contacted
Whole-Day Absent

Absent Action
Partial Absent

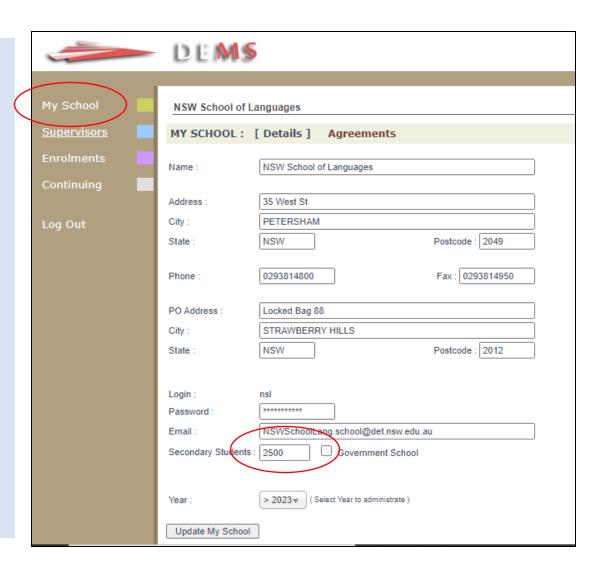
Variation

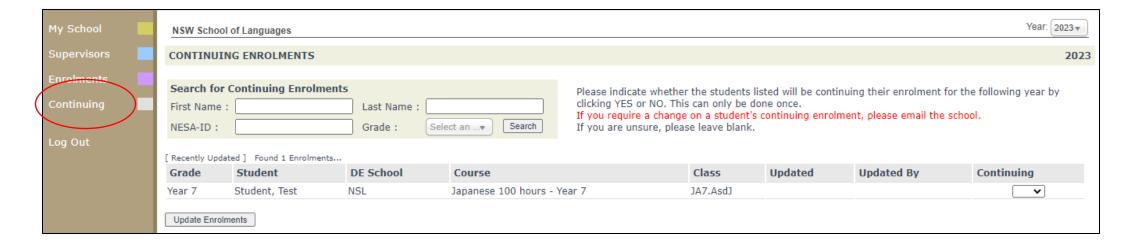
- All student intentions to continue their language learning will now be completed and processed through the DEMS/Millennium Home School Portal.
- Supervisors to discuss with Year 9 and Year 11 students their intention to continue their language learning at NSW School of Languages for Year 10 and Year 12 in 2024.

Step 1:

 Access the DEMS/Millennium School Portal.

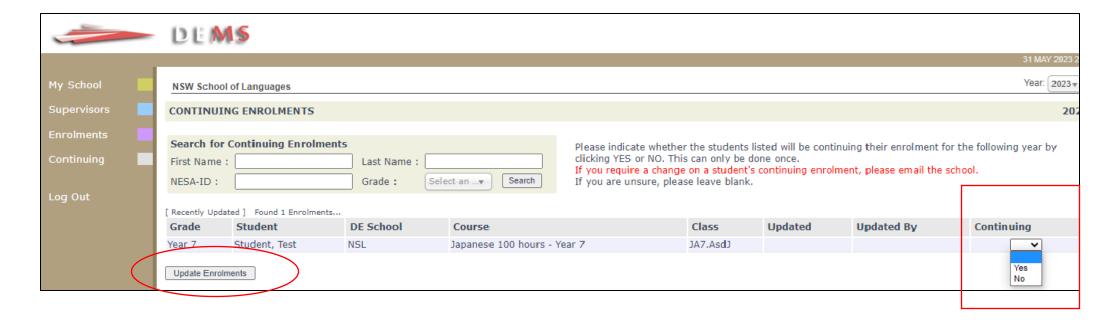
- Ensure that the **Year** is set to **2023**.
- Change your school's password, if required.





Step 2:

- Click on the Continuing heading on the left side menu.
- A list of the students enrolled with us will appear on your screen.



Step 3:

- In the **Continuing column**, select the students' intention from the drop-down list. If you are unsure whether the students listed will be continuing, please leave blank.
- Once completed, press the Update Enrolments button to save your selections.

Enrolment Application Forms Location - step 1



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enrolments.nswsol@det.nsw.edu.au

Enrolment Applications location – step 2



General forms Course codes Course fees Enrolment quiz

(PDF 1200KB).

Before you enrol in Year 11, use these **charts** to check which course is right for you.

Note: Submitting false, inaccurate or incomplete information could place a student's eligibility for the Higher School Certificate (HSC) at risk.

The full list of forms is:

- 1. School Agreement 2023 (PDF 2900KB)
- 2. Enrolment Information Handbook 2023 (PDF 760KB)
- 3. How to download and complete the NSL application form (PDF 392KB) Watch the video
- 4. <u>Digital signature quick start guide (PDF 701KB)</u>
- 5. Year 9, 10, 11 and 12 application 2023 (PDF 2000KB)
- 6. Statutory declaration (PDF 435KB)
- 7. <u>Year 11 and 12 EALD application 2023 (PDF 353KB)</u>
- 8. Recognition of prior learning RPL (PDF 189KB)
- 9. Late or unforeseen and unique circumstances NSW Public Schools (PDF 153KB)
- 10. Late or unforeseen and unique circumstances Other educational providers (PDF 177KB
- 11. Change of school form (PDF 257KB)
- 12. Notification of withdrawal form (PDF 397KB)
- 13. <u>Distance Education intake areas (PDF 109KB)</u>

enrolments.nswsol@det.nsw.edu.au

Enrolment application form



Filling out this form

It is important that this form is filled digitally. Check with the student's home school that this application will be supported before completing the application.

- You do not need to print this form.
- Download this document and save it to your computer. Do not fill using the browser or on a mobile device or the information may be lost.
- 3. Open the form using the free Adobe Reader.
 - i. If not already installed on your computer, the free download is available here:

https://get.adobe.com/reader/

Statutory Declaration



A statutory declaration is required upon submission of application for enrolment for the following **Year 11** courses -

- All Beginners courses
- Chinese, Japanese and Korean Continuers courses
- Korean and Chinese in Context

Where is the Statutory Declaration?



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NESA Eligibility Criteria



Beginners

- Students have had no more than 100 hours' study of the language at the secondary level (or the equivalent).
- Students have little or no previous knowledge of the language... in-country experience (involving... attendance at school) of more than three months renders a student ineligible.

continuers

- 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.
- residency in the past 10 years in a country where the target language is the medium of communication.

in-Context

• Students have had no formal education... in a school where the language is the medium of instruction beyond the year in which the student turns 10...

2. Fill in the table below. Write 'none' in the relevant box if not applicable. Fill in ALL boxes.

School year	Calendar year	Name of schools attended (including Saturday School of Community Languages)	Country in which you attended school	Language of instruction	Languages learned (other than English)
12					
11					
10					
9					
8	2019	Happy High School	Australia	English	Indonesian
7					
6					
5					
4					
3					
2					
1					

2. Fill in the table below. Write 'none' in the relevant box if not applicable. Fill in ALL boxes.

School year	Calend year		Name of schools attended (including Saturday School of Community Languages)	Country in which you attended school	Language of instruction	Languages learned (other than English)
12						
11						
10	2021	•	None	None	None	None
9	2020	-	None	None	None	None
8	2019	_	None	None	None	None
7	2018	_	None	None	None	None
6	2017	_	None	None	None	None
5	2016	-	None	None	None	None
4	2015	_	None	None	None	None
3	2014	_	None	None	None	None
2	2013	_	None	None	None	None
1	2012	_	None	None	None	None

2. Fill in the table below. Write 'none' in the relevant box if not applicable. Fill in ALL boxes.

School year	Calendar year	Name of schools attended (including Saturday School of Community Languages)	Country in which you attended school	Language of instruction	Languages learned (other than English)
12					
11	-				
10	2022	Happy High School	Australia	English	German
9	2021	Happy High School	Australia	English	German
8	2020	Happy High School	Australia	English	French/German/Ja panese/Indonesian
7	2019	Happy High School	Australia	English	None
6	2018	Productive Primary School	Australia	English	None
5	2017	Productive Primary School	Australia	English	None
4	2016	Productive Primary School	Australia	English	None
3	2015	Productive Primary School	Australia	English	French
2	2014	Productive Primary School	Australia	English	French
1	2013	Productive Primary School	Australia	English	French

Other common errors or missing information



- Medical plans anaphylaxis, diabetes, asthma etc.
- Medical details Please ensure all boxes are ticked yes or no.
- Learning support plans Submit on application where required
- Parent signatures Non-negotiable, must be present
- Student signatures Non-negotiable, must be present
- Principal signature Non-negotiable, must be present on the school agreement 2024
- Student email Teachers cannot reach the student without this
- Student ERN (gov schools only) Needed to set up our teaching services

Stage 5 electives



Year 9 and 10 students

Year 9 and 10 students must not have more electives than their school can schedule into their timetable.

 How many electives are you studying in 2023 including the NSL subject(s)?



Stage 6 units of study



Year 11 and 12 students					
A maximum number of 13 units is permitted for Year 11 students, and a maximum of 11 units for Year 12					
students. If your program of study exceeds this amount study with NSL.	t, you must discontinue subjects before you commence				
How many units are you completing in 2023 including the NSL subject(s)?	2. If above 13 units in Year 11, or 11 units in Year 12, specify subject(s) to be discontinued once approved.				

Submission of form



- Check the form and email directly to <u>enrolments.nswsol@det.nsw.edu.au</u>
 - You will receive an automatic reply letting you know it has reached us and your application will join the processing queue.
 - Put the applicant names and course requested in the subject and body of the email for later reference.



- You will receive an automatic reply which will let you know how soon you can expect to receive a reference number for the application to let you know we have started processing it. You will be notified soon thereafter of any errors that might need addressing once we have checked it.
- Sending in missing information? Please send this as a reply to the email we sent you requesting this information and include the student's name or receipt number in the body of the email.
- Retain proof of receipt of application.
- You will be notified by email once the application is approved.
- In order to avoid miscommunication -
 - Do not submit from photocopiers, or through interschool journals.
 - Do not send from phishy looking emails.
 - Check for photocopying errors.



Communications – Keeping supervisors in the loop



- Auto-reply on email submission sent to enrolments.nswsol@det.nsw.edu.au
- Notification that the application has been registered and a reference number given (time frame for receipt of reference number will be stated in auto-reply).
- Notification of amendments needed issued once checked by SASS and the Head Teacher
 of Enrolments of any errors that may need to be addressed, or where applicable a link to
 the NESA Appeal documentation
- **Notification of formal approval** issued to supervisor once all student information has been entered into our databases. Our faculties assign a teacher in preparation for commencement in Term 1. This can take 2-3 days after formal approval.

<u>Usually in Term 4, or early Term 1</u>

- **Welcome email** from teacher #1 sent to student and supervisor, email check.
- Welcome email from teacher #2 access given to Canvas or Moodle



Key Enrolment Dates



Term 3 2023

- Year 11 Intention to continue 2024 HSC. Instructions emailed to Supervisors
- July 27 2023 new enrolments open

Term 4 2023

- 2024 HSC courses start
- Submit enrolments for 2024 **well before** 8th November for student to start at the beginning of 2024 (August-September ideal)

Term 1 2024

Yrs 9-11 courses start

2024 Stage 5 languages



Our Stage 5 languages are available at a beginner level or can be differentiated to suit students more proficient in the language.

- Chinese
- French
- German
- Indonesian
- Italian
- Japanese
- Korean

- Latin
- Modern Greek
- Russian
- Spanish

2024 Stage 6 languages



Most of our stage 6 European courses are available at Beginner and Continuer levels, apart from Latin, Russian and Portuguese, which are available at Continuers level only.

Asian languages are available at Beginner level and Continuers level. We offer Chinese,

Japanese and Korean in Context and Yr 12 Indonesian in Literature.

We have Year 12 extension courses for most of our languages.

Refer to the languages tab of the NSL website for more information.

- Chinese
- French
- German
- Indonesian
- Italian
- Japanese
- Korean

- Latin (Continuers only)
- Modern Greek
- Russian (Continuers only)
- Portuguese (Continuers only)
- Spanish
- English as an Additional Language or Dialect (EAL/D)

Enrolment



Head Teacher Enrolments

Danielle Elvy

danielle.elvy@det.nsw.edu.au

Phone: (02) 9381 4800

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

Any questions?





<u>enrolments.nswsol@det.nsw.edu.au</u> <u>Jannan.Assaad@det.nsw.edu.au</u>