



NSW SCHOOL OF LANGUAGES

Learn locally. Communicate globally.

WHERE WILL A
SECOND LANGUAGE
TAKE YOU?





Supervisors
Information Session
June 2024

Danielle Elvy
R/HT Enrolments



NSW SCHOOL
OF LANGUAGES

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



NSW School of Languages

Learn locally. Communicate globally.

T: 02 9381 4800

E: NSWSchoolLang.school@det.nsw.edu.au

About our school

Our languages

Supporting our students

Enrolment

Assessment and reporting

E-learning community

FAQ

Contact us



Supporting our students

Click on the link above to learn more.

[Student health and safety >](#)

[Supervisors >](#)

[Student award system >](#)

[Disability provisions >](#)

[Careers >](#)

[Student wellbeing resources >](#)

[Parents and carers >](#)

[Inclusive learning support >](#)

[Course schedules >](#)



Supervisor information tab

← Supporting our students

Student health and safety

Disability provisions

Parents and carers

Supervisors ×

Supervisor and Principal responsibilities

Careers +

Inclusive learning support

Student award system

Student wellbeing resources

Course schedules +

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

On this page

- ∨ Supervisor Information Booklet
- ∨ Supervisors' Day
- ∨ Supervisor Enrolment Information Session
- ∨ DEMS School Portal
- ∨ Course codes

Supervisor Information Booklet

Our **Supervisor Information Booklet (PDF 1808 KB)** has information to answer your questions. Please download and read the booklet.

Supervisors' Day

To show appreciation for our supervisors we hold a Supervisors' Day each year.

Thank you to all supervisors who booked a meeting time with teachers and attended the 2024 Supervisors' Day information session. For those who were unable to attend, please download the **PowerPoint presentation (PDF 5400 KB)** that was shown during the information session.

Supervisor information tab

Supervisor Enrolment Information Session

Thank you to all supervisors who attended the virtual Enrolment Information session in June 2023. For those who were unable to attend, please download the [PowerPoint presentation \(PDF 3257KB\)](#) that was shown during the information session.

The recorded virtual presentation session is also available for viewing on the [NSL YouTube channel](#) .

Home School Portal

NSW School of Languages uses Distance Education Management System (DEMS), an online database system to cater for our administrative and teaching and learning record keeping.

Developed by Millennium Schools, this database offers teachers, supervisors, parents and carers and our students a gateway for sharing information on student engagement and communications in the course.



Screenshot of the DEMS login.

How to guides

Download the [guide to the home school portal \(PDF 786KB\)](#).

Download the [instructions \(PDF 470KB\)](#) for submitting the **School Agreement 2024** via the DEMS home school portal.

Download the [instructions \(PDF 301KB\)](#) for **uploading photos** to the DEMS home school portal.

The official relationship

NSW School of Languages > your school

- We communicate primarily with the home school supervisor for the duration of the enrolment, aside from the teacher to student communication. For example, enrolment eligibility and approval, lesson day 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

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Enrolment

Click on the link above to learn more.

[Enrolment eligibility >](#)

[Course codes >](#)

[Enrolment quiz >](#)

[Enrolment application forms >](#)

[Course fees - school use only >](#)

[Enrolment FAQ >](#)

[General forms >](#)

[Course fees >](#)

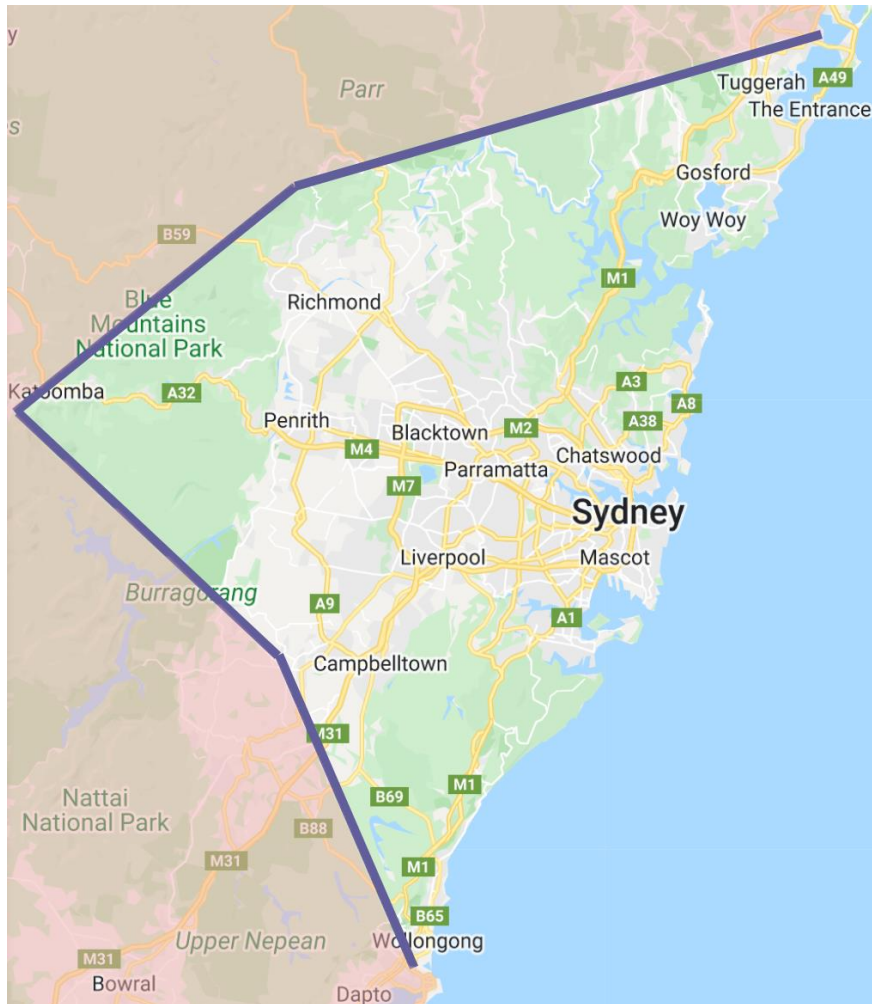


Enrolment process

Can I submit applications for 2025?

- Applications for 2025 will open:
 - 25th July for current Year 10 NSL students who wish to continue to Year 11
 - 1st August for all other applications
- 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 with your local distance education. If they do not offer the desired language course, or if they are full, your student can apply to NSL.
- **EAL/D** students can only apply if their school is outside of the NSL and Finigan School of Distance Education intake areas. Non-government schools need to apply to Finigan.

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 Extension

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

In 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 submit a new application**).
- Once the application is approved by NSL, and if it is **in Quota**, it is counted toward the total of new applications.

Note: NSL students continuing from Years 9 to 10, Year 11 to 12 and Year 12 Continuers doing the NSL Extension course, are not counted as "New applications".

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 number

- **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

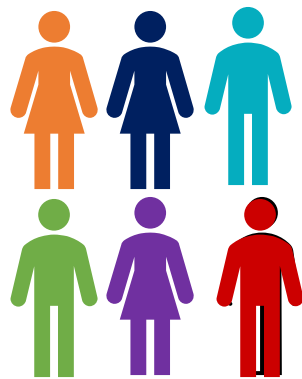
Small cohorts outside quota

- **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:

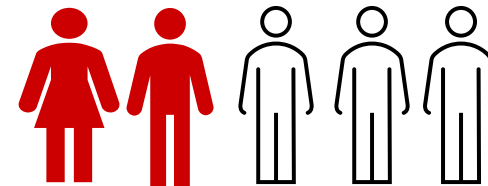
- Enrolling a 6th student in the same course. It will not be accepted, even with room inside your quota.

Small cohorts continued



6 students
enrolled in-quota

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

- **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

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.
- The NSL student is in Year 12 and enrolling in the NSL Year 12 Extension . A separate mail will be issued to confirm enrolment.

Intention to Continue confirmation will be via the DEMS School Portal.

Notifications will be emailed to schools-

- in Term 3 Week 7 for Year 11 into Year 12
- In Term 4 Week 6 for Year 9 into Year 10

The 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 and approved by NSL via **DEMS School Portal** prior to submitting applications.

NEW process - 2025 Enrolment forms are to be submitted via **DEMS School portal**. Instructions will be provided later in this presentation and will also be available on our website at the same time as the 2025 application forms, from the 1st August 2024.

School Agreement Form Location



NSW School of Languages

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T: 02 9381 4800

E: NSWSchoolLang.school@det.nsw.edu.au

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Enrolment

View the page linked above to learn more

[Enrolment eligibility >](#)

[Course codes >](#)

[Enrolment quiz >](#)

[Enrolment application forms >](#)

[Course fees >](#)

School Agreement location – step 2

Enrolment application forms

Course codes

Course fees

Enrolment quiz

On this page

- ✓ [Enrolment application forms](#)
- ✓ [Supporting documents](#)
- ✓ [Other forms and information](#)

Please ensure you download the correct enrolment application form and read the supporting documents.

Forward completed application forms to enrolments.nswsol@det.nsw.edu.au

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

Enrolment application forms

- [1. School Agreement 2024 \(PDF 2866KB\)](#)
- [2. Year 9, 10, 11 and 12 application 2024 \(PDF 1889KB\)](#)
- [3. Year 11 and 12 EALD application 2024 \(PDF 351KB\)](#)
- [4. Statutory declaration \(PDF 435KB\)](#)

Supporting documents

- [1. Year 11 eligibility charts](#)
- [2. Enrolment Information Handbook 2024 \(PDF 494KB\)](#)
- [3. Digital signature quick start guide \(PDF 701KB\)](#)
- [4. Instructions \(PDF 202KB\)](#) on how to download, sign and save the NSL application form
- [5. Video](#) [↗](#) on how to download and complete the NSL application form
- [6. Course Information brochure \(PDF 1300KB\)](#)



Jannan Assaad

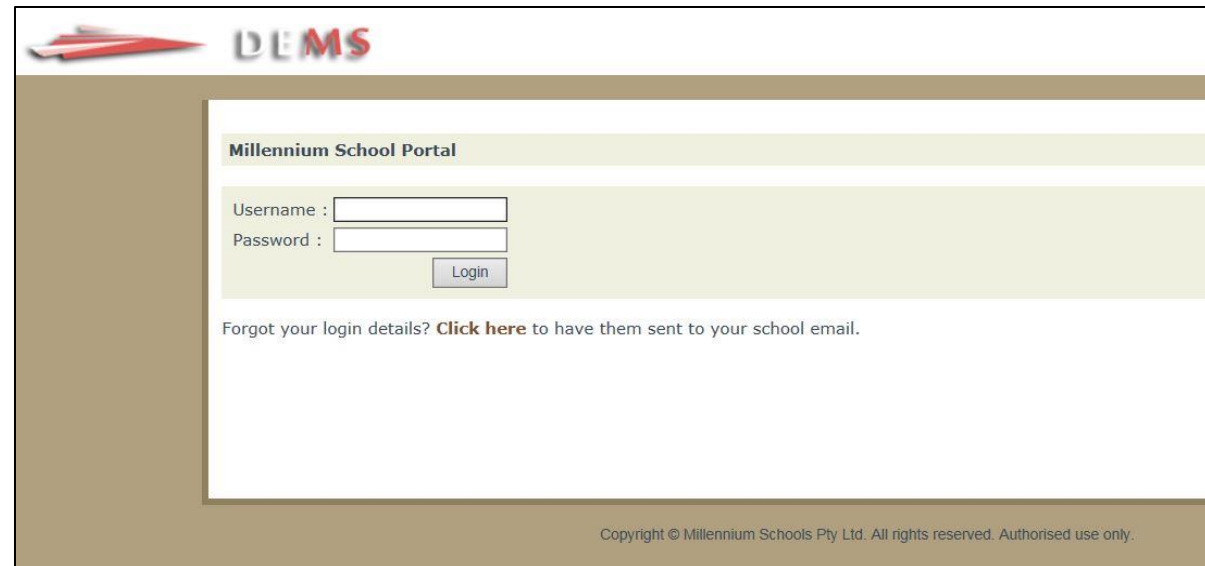
Head Teacher Teaching & Learning
(Technology & eLearning)

DEMS School Portal – Access and Navigation

Instructions on NSL Website

DEMS School & Parent/Carer Portal provides access to:

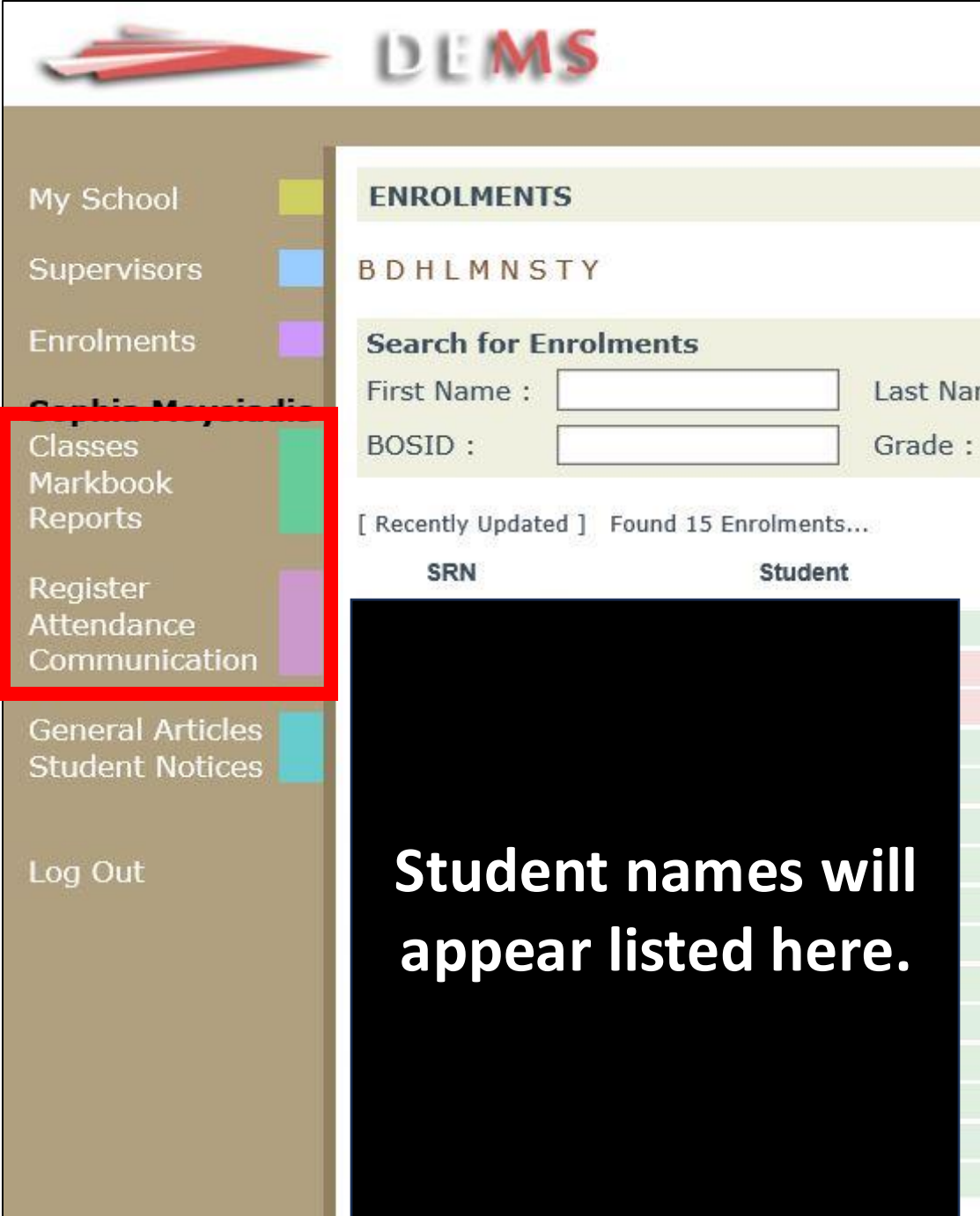
- Record cards and Register
- Teacher comments/ feedback on work submissions
- Academic reports
- Assessment results
- School Agreement upload
- Intention to Continue
- Online Application
(new process)



The screenshot shows the login interface for the Millennium School Portal. At the top left, there is a red and white logo of a stylized 'M' with the letters 'DEMS' to its right. Below this, the text 'Millennium School Portal' is displayed in a green header bar. The main content area is white and contains a login form with two input fields: 'Username : ' and 'Password : '. A 'Login' button is positioned below the password field. Below the login fields, there is a link: 'Forgot your login details? [Click here](#) to have them sent to your school email.' At the bottom right of the page, there is a small copyright notice: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only.'

Access to student content:

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



ENROLMENTS

BDHLMNSTY

Search for Enrolments

First Name : Last Name :

BOSID : Grade :

[Recently Updated] Found 15 Enrolments...

SRN	Student
Student names will appear listed here.	



Attendance calendar

Student speaking lessons record

ATTENDANCE

January 2020							February 2020							March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	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	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	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	20	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	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	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 Contacted Absent Action
Attendance : Present Whole-Day Absent Partial Absent Variation



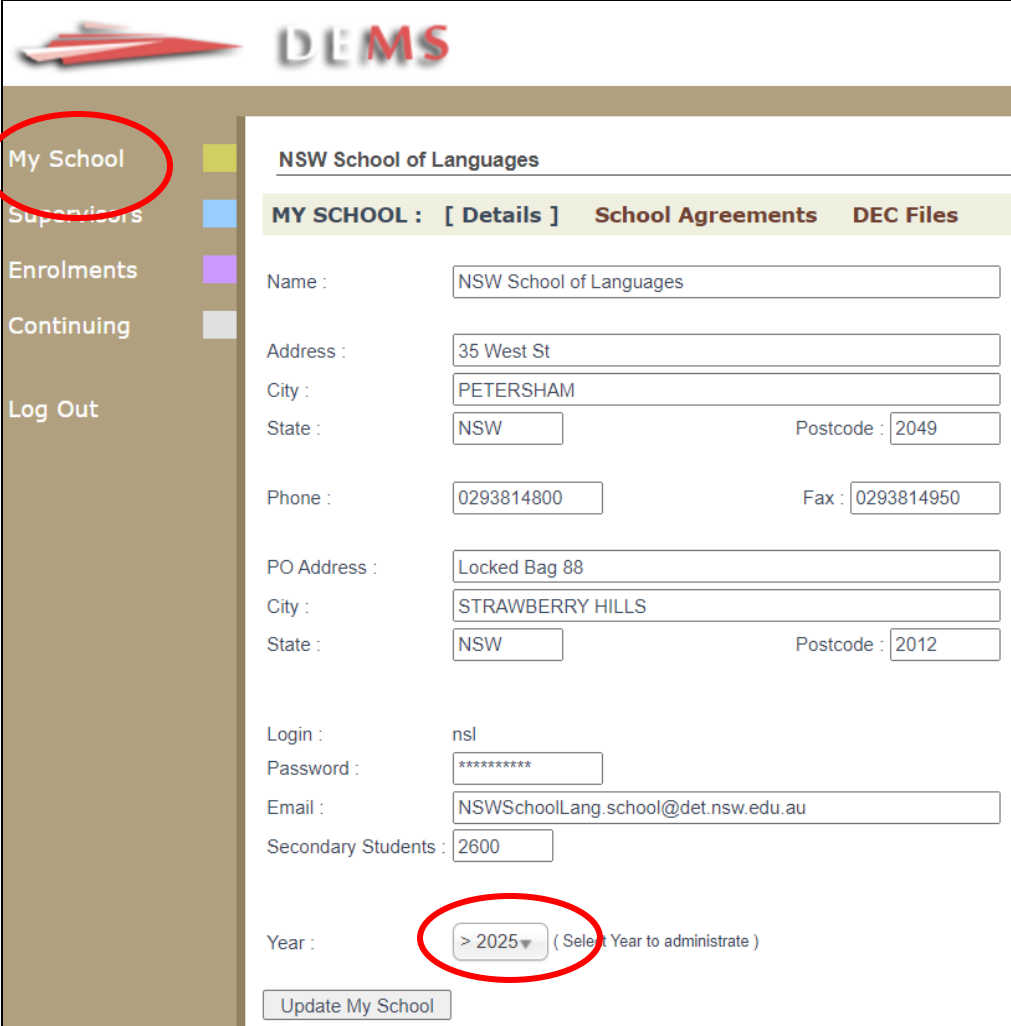
School Agreement Upload

- Each year a school wishing to enrol students at NSL needs to submit a School Agreement.
- For schools who have not previously enrolled with us, contact us to provide you with a username and password.

Uploading your School Agreement

Step 1:

- Access the **My School** section of DEMS School Portal
- Ensure that the **Year** is set to **2025**.
- Change your school's password, if required.



DEMS

NSW School of Languages

MY SCHOOL : [Details] School Agreements DEC Files

Name : NSW School of Languages

Address : 35 West St

City : PETERSHAM

State : NSW Postcode : 2049

Phone : 0293814800 Fax : 0293814950

PO Address : Locked Bag 88

City : STRAWBERRY HILLS

State : NSW Postcode : 2012

Login : nsl

Password : *****

Email : NSWSchoolLang.school@det.nsw.edu.au

Secondary Students : 2600

Year : > 2025 (Select Year to administrate)

Update My School

Step 2:

- Click on the **DEC files** heading on the top menu.
- Click on the agreement document for **NSW School of Languages** to complete.

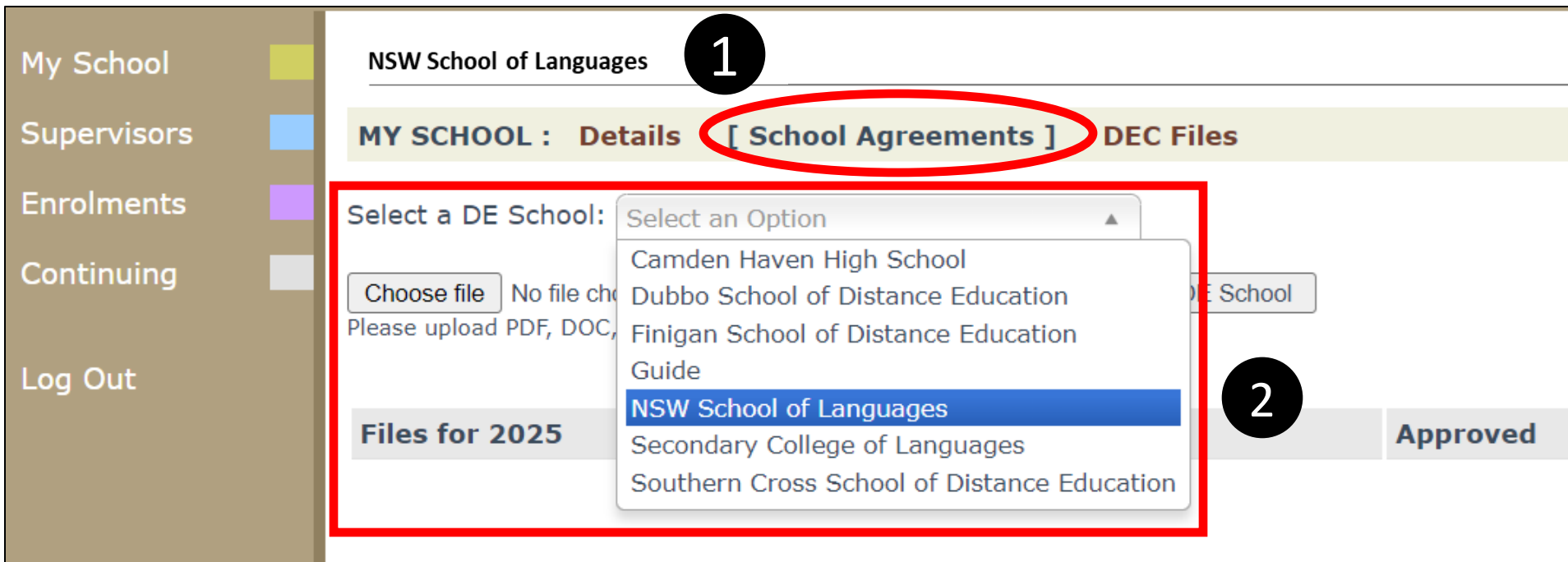


The screenshot shows a web interface for the NSW School of Languages. On the left is a navigation menu with options: My School, Supervisors, Enrolments, Continuing, and Log Out. The main content area is titled 'NSW School of Languages' and contains a sub-menu with 'Details', 'School Agreements', and '[DEC Files]'. The '[DEC Files]' link is circled in red. Below this, it says 'Files available for download:' and displays a table of documents. The table has columns for school name, size, and upload date. One document, 'NSL_School_Agreement_2025.pdf', is highlighted with a red box. Other schools listed include Camden Haven High School and Southern Cross School of Distance Education.

Camden Haven High School	Size	Uploaded
NSW School of Languages	Size	Uploaded
NSL_School_Agreement_2025.pdf	505kb	25 JUN 2024 09:43
Southern Cross School of Distance Education	Size	Uploaded

Step 3:

- Click on the **Agreements** heading on the top menu.
- From the **Select a DE School** drop down list, select **NSW School of Languages**.



The screenshot shows the NSW School of Languages web interface. On the left is a navigation menu with options: My School, Supervisors, Enrolments, Continuing, and Log Out. The main content area has a header with 'NSW School of Languages' (marked with a circled '1') and a sub-header with 'MY SCHOOL : Details [School Agreements] DEC Files', where '[School Agreements]' is circled in red. Below this is a 'Select a DE School:' dropdown menu (marked with a circled '2') with a list of schools: Camden Haven High School, Dubbo School of Distance Education, Finigan School of Distance Education Guide, NSW School of Languages (highlighted in blue), Secondary College of Languages, and Southern Cross School of Distance Education. There is also a 'Choose file' button and a 'Files for 2025' section.

Step 4:

- Click on the **Choose file** to upload the completed and signed School Agreement.
- Click on the grey **Upload Agreement for Selected DE School** button.



NSW School of Languages

MY SCHOOL : [Details](#) [[School Agreements](#)] [DEC Files](#)

Select a DE School:

3 No file chosen **4**

Please upload PDF, DOC, DOCX, ZIP files only.

Files for 2025	Size	Uploaded	Approved
----------------	------	----------	----------

Step 5:

- Once uploaded, the system will automatically re-name the file.
- A **File Successfully Uploaded** message will appear to indicate that the file has been successfully registered in the portal.
- Once NSL approves the school agreement, a **YES** will appear in the **Approved** column and your school will receive a confirmation email.

My School

Supervisors

Enrolments

Continuing

Log Out

NSW School of Languages

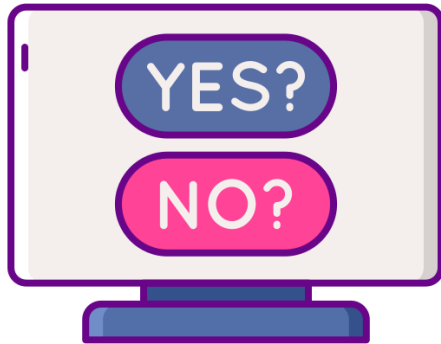
MY SCHOOL : [Details](#) [[School Agreements](#)] [DEC Files](#)

Select a DE School:

No file chosen

Please upload PDF, DOC, DOCX, ZIP files only

Files for 2025	Size	Uploaded	Approved
School_Agreement_NSL_2025.pdf	505kb	25 JUN 2024 09:46	YES



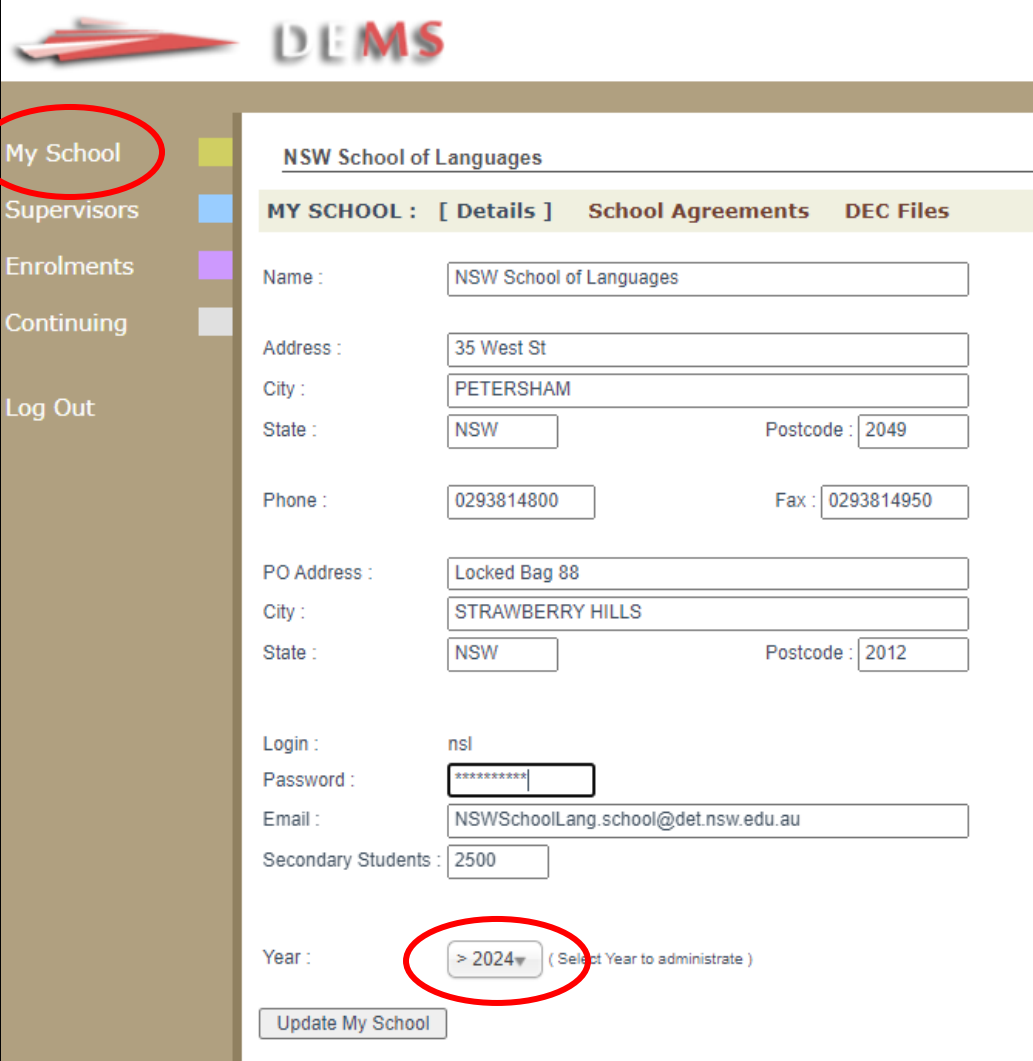
Intention to Continue Process

- All student intentions to continue their language learning are completed and processed through the DEMS School Portal.
- Supervisors 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 **2025.**

Intention to Continue Process

Step 1:

- Access the **My School** section of DEMS School Portal
- Ensure that the **Year** is set to **2024**.



DEMS

NSW School of Languages

MY SCHOOL : [Details] School Agreements DEC Files

Name : NSW School of Languages

Address : 35 West St

City : PETERSHAM

State : NSW Postcode : 2049

Phone : 0293814800 Fax : 0293814950

PO Address : Locked Bag 88

City : STRAWBERRY HILLS

State : NSW Postcode : 2012

Login : nsl

Password : [REDACTED]

Email : NSWSchoolLang.school@det.nsw.edu.au

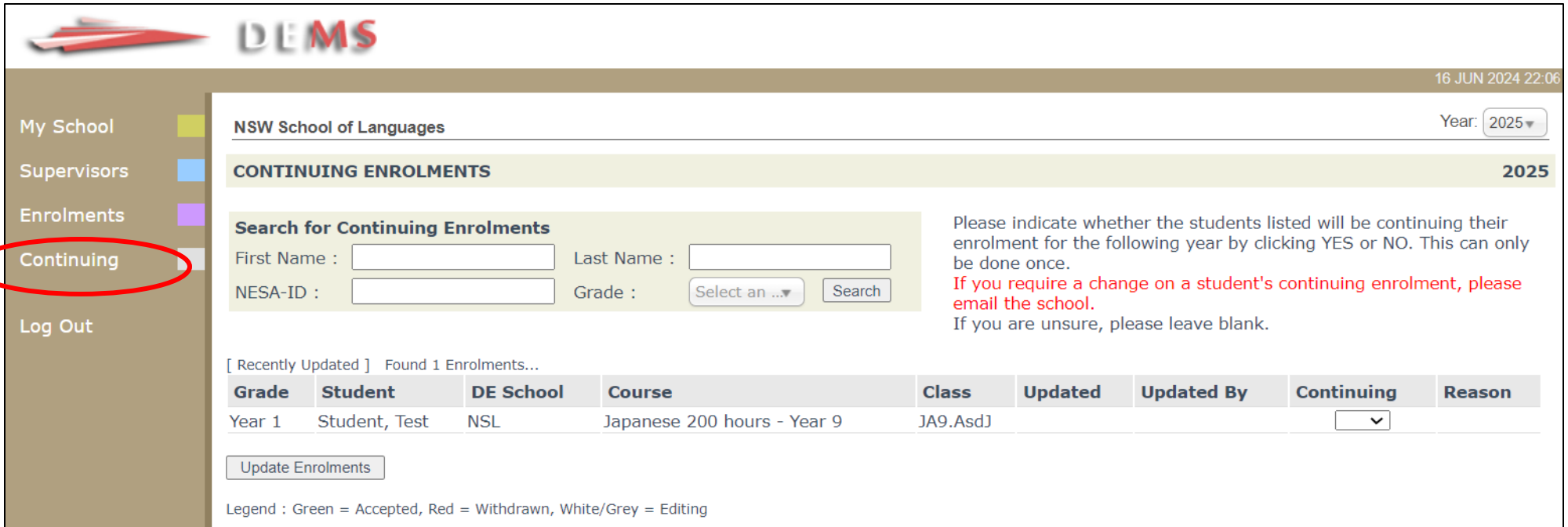
Secondary Students : 2500

Year : > 2024 (Select Year to administrate)

Update My School

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.



The screenshot shows the DEMS web application interface. On the left is a navigation menu with the following items: My School, Supervisors, Enrolments, **Continuing** (highlighted with a red circle), and Log Out. The main content area is titled 'NSW School of Languages' and shows the date '16 JUN 2024 22:06'. Below this, there is a section for 'CONTINUING ENROLMENTS' for the year '2025'. A search form is present with fields for 'First Name', 'Last Name', 'NESA-ID', and 'Grade', along with a 'Search' button. A message on the right asks users to indicate if students will continue their enrolment for the following year, with a note that changes should be emailed to the school. Below the search form, a table shows one enrolment record for 'Year 1' student 'Student, Test' at 'NSL' school, enrolled in 'Japanese 200 hours - Year 9' class 'JA9.AsdJ'. The 'Continuing' column has a dropdown menu. An 'Update Enrolments' button is located below the table. A legend at the bottom indicates: Green = Accepted, Red = Withdrawn, White/Grey = Editing.

16 JUN 2024 22:06

NSW School of Languages

Year: 2025

CONTINUING ENROLMENTS 2025

Search for Continuing Enrolments

First Name : Last Name :

NESA-ID : Grade :

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once.
 If you require a change on a student's continuing enrolment, please email the school.
 If you are unsure, please leave blank.

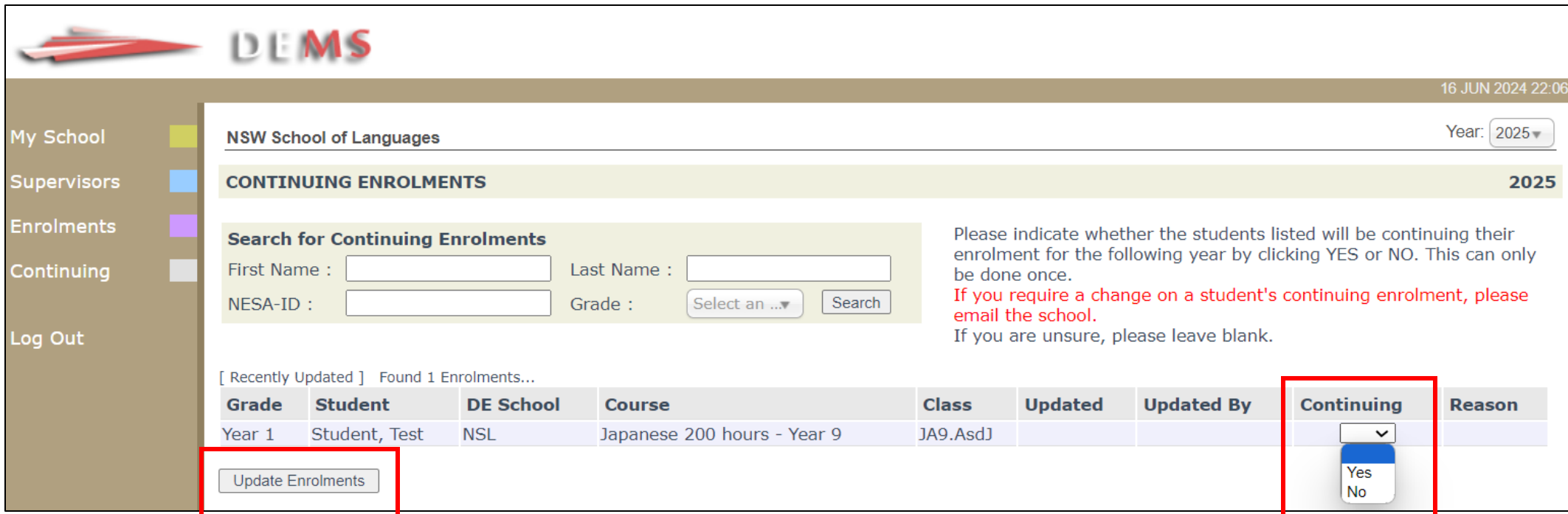
[Recently Updated] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing	Reason
Year 1	Student, Test	NSL	Japanese 200 hours - Year 9	JA9.AsdJ			<input type="text" value="v"/>	

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

Step 3:

- In the **Continuing column**, select either **Yes** or **No** according to the students' intention from the drop-down list. If you are unsure whether the students will be continuing, please leave blank.
- Once completed, press the **Update Enrolments** button to save your selections.



16 JUN 2024 22:06

Year: 2025

CONTINUING ENROLMENTS 2025

Search for Continuing Enrolments

First Name : Last Name :

NESA-ID : Grade :

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once.
 If you require a change on a student's continuing enrolment, please email the school.
 If you are unsure, please leave blank.

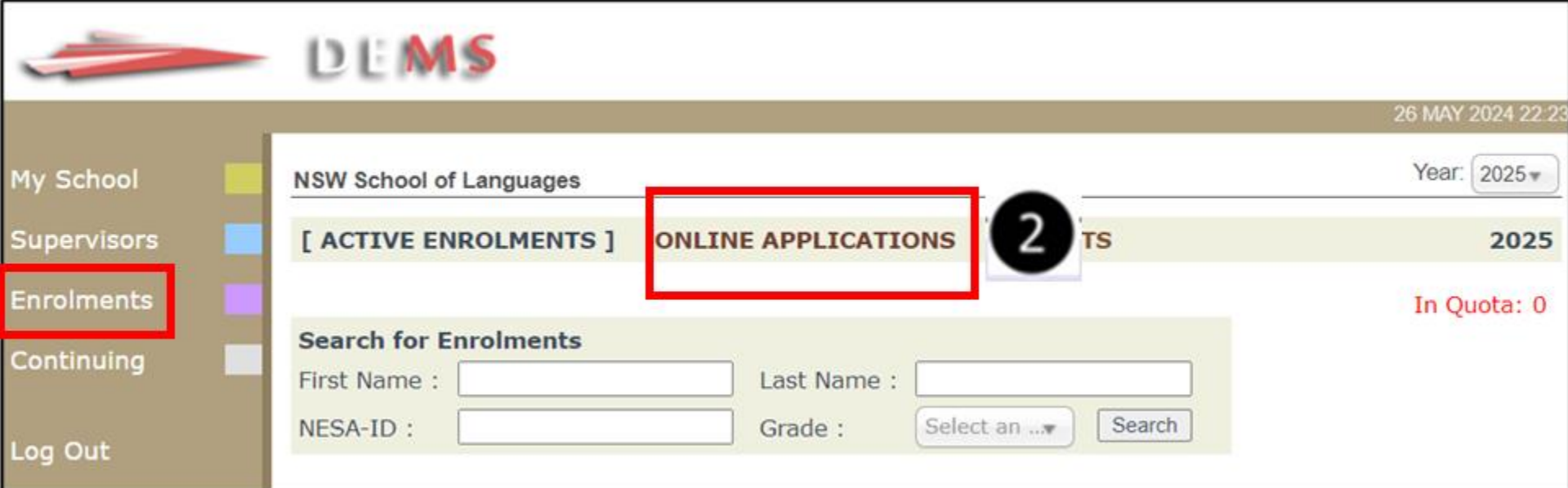
[Recently Updated] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing	Reason
Year 1	Student, Test	NSL	Japanese 200 hours - Year 9	JA9.AsdJ			<input type="text" value="v"/> <input type="button" value="Yes"/> <input type="button" value="No"/>	

Online applications (new process)

Uploading an Online application form

- Application forms can be submitted online next term.
- Instructions will be provided soon!
- Click on the Enrolments heading on the left side menu.
- Click on **ONLINE APPLICATIONS** heading.



The screenshot shows the DEMS (Data Entry Management System) interface. On the left, a navigation menu is visible with the following items: My School, Supervisors, Enrolments (highlighted with a red box and a circled '1'), Continuing, and Log Out. The main content area displays the NSW School of Languages logo and the year 2025. Below this, there are two tabs: [ACTIVE ENROLMENTS] and ONLINE APPLICATIONS (highlighted with a red box and a circled '2'). The ONLINE APPLICATIONS tab is currently selected. Below the tabs, there is a search section titled 'Search for Enrolments' with input fields for First Name, Last Name, NESA-ID, and Grade, along with a 'Search' button. The 'In Quota: 0' status is also visible.



We thank you greatly for all your supervision of our students!

If your students are experiencing any access issues with Canvas and Moodle, please let us know as soon as possible and we'd be more than happy to help!

Enrolment Application Forms Location- step 1



NSW School of Languages

Learn locally. Communicate globally.

T: 02 9381 4800

E: NSWSchoolLang.school@det.nsw.edu.au

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Enrolment

View the page linked above to learn more

[Enrolment eligibility >](#)

[Course codes >](#)

[Enrolment quiz >](#)

[Enrolment application forms >](#)

[Course fees >](#)

enrolments.nswsol@det.nsw.edu.au

www.nswschoollang.schools.nsw.edu.au

Enrolment Applications

location – step 2

Enrolment application forms

Course codes

Course fees

Enrolment quiz

On this page

- ✓ Enrolment application forms
- ✓ Supporting documents
- ✓ Other forms and information

Please ensure you download the correct enrolment application form and read the supporting documents.


Forward completed application forms to enrolments.nswsol@det.nsw.edu.au

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

Enrolment application forms

1. [School Agreement 2024 \(PDF 2866KB\)](#)
2. [Year 9, 10, 11 and 12 application 2024 \(PDF 1889KB\)](#)
3. [Year 11 and 12 EALD application 2024 \(PDF 351KB\)](#)
4. [Statutory declaration \(PDF 435KB\)](#)

Supporting documents

1. [Year 11 eligibility charts](#)
2. [Enrolment Information Handbook 2024 \(PDF 494KB\)](#)
3. [Digital signature quick start guide \(PDF 701KB\)](#)
4. [Instructions \(PDF 202KB\)](#) on how to download, sign and save the NSL application form
5. [Video](#)  on how to download and complete the NSL application form
6. [Course Information brochure \(PDF 1300KB\)](#)

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.

1. **You do not need to print this form.**
2. 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 to accompany a submission of an application for enrolment for the following **Year 11** courses -

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

Where is the Statutory Declaration?

Enrolment application forms

Course codes

Course fees

Enrolment quiz

On this page

- ✓ Enrolment application forms
- ✓ Supporting documents
- ✓ Other forms and information

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
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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.
- No more than **3 years 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 <input type="text" value="▼"/>	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	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	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	<input type="text" value="▼"/>				
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/Japanese/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 & 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 2025
- **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.

1. 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, you must discontinue subjects **before** you commence study with NSL.

1. 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 each application form carefully and **upload to the DEMS school portal.**
- You should be able to see that the application has been uploaded to your school's DEMS profile. The status will be ***pending***. 
- Expect to receive an e-mail with a reference number for each application, within **15 working days from upload to the DEMS School Portal**, advising that we have started processing the application.
- You will be notified soon thereafter of any errors or eligibility concerns that might need addressing.
- The reference number indicates that a place has been assigned to the student but does not guarantee approval of enrolment. ***If the course is full***, you will be informed in this e-mail and the application placed on a waitlist. 

Enrolment **inquiries** should be sent to enrolments.nswsol@det.nsw.edu.au

Submission of form - Part 2 & Payment of course fees

- ***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 and reference number** in the body of the email.
- You will receive a **notification via DEMS School Portal once the application is approved.**
- Please expect several weeks processing time during the peak enrolment period, longer if there is missing information.

Payment of course fees after enrolment approval is made by the home school, ***not parents:***

- An interschool journal will be created by NSL for government schools as explained in the School Agreement
- An invoice will be issued by NSL for other educational providers.
- More information about our Course fees and updated refund policy can be found in the Enrolment section of our website.

Communications – Keeping supervisors in the loop

- **Notification that the application has been registered** and a reference number given, within 15 working days.
- **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.

Usually in Term 4, or early Term 1

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



Key Enrolment Dates

Term 3 2024

- 1 August 2024 new enrolments open
- Year 11 Intention to continue 2025 HSC. Instructions emailed to Supervisors in Week 7

Term 4 2024

- 2025 HSC courses start
- Submit enrolments for 2025 **well before 8 November** for student to start at the beginning of 2025 (August-September ideal)

Term 1 2025

- 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 also offer Chinese, Japanese and Korean in Context.

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?



enrolments.nswsol@det.nsw.edu.au

Jannan.Assaad@det.nsw.edu.au