

New South Wales Government



Department of School Education



• Mr. Reg Pollock
Assistant Director-General
Metropolitan West Region
22 Main Street
BLACKTOWN NSW 2148

• City Centre,
Levels 13 & 14, 55 Market Street,
Sydney N.S.W. 2000.

Please address all communications to
N.S.W. Department of School Education
Box 33, G.P.O., Sydney, N.S.W. 2001.
Telephone: 561 8400
Fax: 561 8479

• Our reference:

Your reference:

Please find enclosed a master copy of the *application forms for enrolment in Distance Education Centres / the Open High School.*

In the full-time application forms, page 3 relates only to the curriculum offered by the Sydney Secondary Distance Education Centre.
The curriculum offered at other Secondary Distance Education Centres (Balranald, Dubbo, Karabar, Port Macquarie, Walgett) may vary to suit local needs and teacher expertise.
Details are available from the respective Centres.

Further copies of the application forms for *part-time* enrolment at the Open High School are available from the Correspondence School (1990) and the Open High School (1991).

Please note that in *Term one 1991*

- the Open High School(part-time students),
- the Sydney Secondary Distance Education Centre (full-time students),
- the Student Support Unit

will still be located in the William Street building, and their address will be as follows:

52-58 William Street
Kings Cross NSW 2011

GPO Box 7098
Sydney NSW 2001

*R L R Decker
D(HR)*

Charles Stivala
Distanced Education Task Force

7/12/1991

Distance Certificate

(Please use school stamp to indicate authenticity)

Name and Address of nearest Public School of any kind	
.....	
Distance student lives from a) the school.....	b) school bus route
Date	Signature of Principal

Travelling Students

(The following itinerary information must be completed)

An itinerary must be supplied showing reliable addresses for the posting of lesson material. If an exact itinerary is not known, please supply at least two addresses to commence enrolment.	
This Distance Education Centre must be notified at least 4 weeks in advance of every change of address.	
Addresses 1)	2)
.....
Dates of stopover 1).....	2).....
Permanent Contact Name	Phone No. (.....).....



NSW DEPARTMENT OF SCHOOL EDUCATION

DISTANCE EDUCATION CENTRE

..... Telephone.....

Fax.....

PLEASE COMPLETE ALL SECTIONS ON THIS FORM

APPLICATION FOR FULL TIME ENROLMENT YEARS 7, 8, 9, 10.

Enrolment is required for 199..... in Year 7 or Year 8 or Year 9 or Year 10
 (Please tick box)

Please print

Student's Family Name Given Names

Estimated Duration of Enrolment

Reason for Enrolment - tick the appropriate box below. (The application must conform with the Guidelines for Enrolment, obtainable at Regional Offices of the Department of School Education)

- Isolated Home Student* (The enclosed *distance certificate* must be completed by the Principal of the nearest school and returned with this application)
- Isolated School Student (Name of school)*
- Overseas (name of country)*
- Traveller* (Please complete the attached *itinerary* and return it with this application)
- Community Care School (Name of School)*
- School for Specific Purposes (SSP) (Name of School)*
- Medical* Please enclose a current specialist's medical report indicating nature and duration of disability.
- Vocationally Talented Student* Please enclose a copy of the student's birth certificate and a signed statement from the institution/academy giving details of the student's daily timetable.
- | | |
|--|---|
| <input type="checkbox"/> <i>Confinement/Nursing Mother</i> | Confinement - Enclose a medical certificate |
| | Nursing Mother - Enclose a copy of baby's birth certificate |
- Papua-New Guinea Student* (Must be authorized by the P.N.G. Education Authority - Boroko)
Please attach Form P 15.
- A.C.T. Student* (Must be authorized by the A.C.T. Education Authority - Macarthur House)
Official Stamp required here

APPLICATION FOR FULL TIME ENROLMENT YEARS 7, 8, 9 and 10

Please print

Student's Family Name Given Names

Preferred Name Date of birth Sex.....

Postal Address (Property/Street)

(Suburb/Town) Postcode

Phone No. Area Code (.....)..... Nearest Town/Suburb

Parent/Guardian's Surname Given Name

Postal Address.....

Postcode Phone No. Area Code (.....)

Supervisor's Surname Given Name

Postal Address for lessons.....

Postcode Phone No. Area Code (.....)

Supervisor's Relationship to Student

Name of student's emergency contact

Phone No. Area Code (.....).....

Is the student from a non-English speaking background? Write Yes or No

What language is spoken at home?

State any relevant health problems (eg hearing, sight)

School previously attended Class Year 19.....

Address of previous school

Phone No. (.....)..... Number of months in that class Date of leaving

Is student entitled to or in receipt of Aboriginal/Torres Strait Secondary Grant? Write Yes or No

Is student entitled to or in receipt of Secondary Bursary Grant and/or Austudy? Write Yes or No

Tick if you have the following equipment at home

TV Video - Beta Computer (brand) Cassette Player - VHS Modem FAX Number TELEX Number

Do you have a KEYLINK mailbox for electronic mail? Write Yes or No

Do you have access to a community library? Write Yes or No

Brothers/sisters information - Currently enrolled at a Distance Education Centre

Family Name

Given Name/s

Class/es enrolled in this year

SELECTION OF SUBJECTS (SYDNEY D.E.C. ONLY)

Each D.E.C. will provide its own subject selection according to its curriculum.

For any subjects requested from the Open High School, a separate Part/Time Application Form must be submitted.
Please refer to the Enrolment Guidelines.

Year 7

The subjects in Sections (A) and (B) are compulsory:

- A) English, Mathematics, Science, History, Visual Arts, Technology (Industrial Arts), Music, Physical/Health Education - all for 2 semesters (full year)
- B) Home Science, Textiles and Design, Commerce, Geography - all for 1 semester (1/2 year)
- C) The following two languages will be offered for one semester each:
French, Italian.

Year 8-10

Compulsory subjects:

Students already in Year 9 or Year 10 should continue with the same subjects they are studying at present. Mathematics students in Years 9 and 10 must indicate which Mathematics course they are studying.

Tick the appropriate box. Advanced Intermediate General

Group A - Compulsory

All these subjects are compulsory

- English
- Mathematics
- Science
- Physical/Health Education
- Career Education (Years 9 and 10)

Group B - Choose One

One of these subjects is compulsory

- Commerce
- History
- Geography

Group C - Studied in Year 8 only

Compulsory unless chosen in group D

Music
Visual Arts

Group D - Choose Two

Two of these subjects must be chosen. Do not choose a subject already chosen in Group B.

- | | | | |
|------------------------------------|----------------------------------|---|--|
| <input type="checkbox"/> Commerce | <input type="checkbox"/> French | <input type="checkbox"/> Elective Visual Arts | <input type="checkbox"/> Technics |
| <input type="checkbox"/> History | <input type="checkbox"/> Italian | <input type="checkbox"/> Textiles and Design | Underline the lobe |
| <input type="checkbox"/> Geography | | <input type="checkbox"/> Home Science | of your choice: |
| | | <input type="checkbox"/> Elective Music | • Bookcraft/Leatherwork |
| | | | • Building Construction |
| | | | • Farm Technology |
| | | | • Power Technology |
| | | | <input type="checkbox"/> Technical Drawing |

SUPERVISOR'S CERTIFICATE

SUPERVISION- Conditions of Enrolment

The supervisor must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work.

The Supervisor guarantees the following:

- Completion and posting of weekly Title Pages.
- A signed Supervisor's certification on all work submitted.
NOTE: Any completed Title Page/Exam Paper/Assessment Task received at the Distance Education Centre with the Supervisor's Certificate NOT SIGNED, will be regarded as invalid.
- Provision of time for the required number of periods or hours of study.
- Satisfactory participation in oral and practical work as prescribed by the particular course.
- Provision of a suitable study/work area for the student.
- Completion of portfolios of work and depth studies as and when required.
- Tests/Examinations and assignments will be conducted under strict supervision ensuring that such exams/assignments are the work of the student, unaided by any other person.
- Tests/Examinations will be held on the date(s) and at the time(s) specified by the Distance Education Centre.
- Return of teaching material (eg cassettes, videos, slides), equipment and library books issued by the Distance Education Centre.

IMPORTANT: Failure to comply with the above conditions may lead to the non-award of an assessment and/or termination of the student's enrolment.

I certify that the above conditions will be met. .

Signature of Supervisor Date

Conditions of enrolment sighted by student Date

Student's Signature

PLEASE CHECK THAT THE FOLLOWING ESSENTIAL ITEMS ARE RETURNED WITH THE APPLICATION:

- Details of previous study in each subject and other information as requested.
- Copy of most recent school report
- Completed Maths and English/Reading tests for Year 7 - 10 students

All applications must be sent directly to the Regional Office of School Education nearest your home for approval. (See enclosed details of offices and addresses.)

Decision of Regional Office: Recommendation Write Yes or No

Signature Date

Region

Decision of Principal of Distance Education Centre

Acceptance/Non-Acceptance Date

Signature of Principal

If after full consideration the application is rejected, the Parent/Supervisor will be informed.



NSW DEPARTMENT OF SCHOOL EDUCATION

DISTANCE EDUCATION CENTRE

..... Telephone.....

Fax.....

PLEASE COMPLETE ALL SECTIONS ON THIS FORM

APPLICATION FOR FULL TIME ENROLMENT YEARS 11 and 12

Enrolment is required for 199..... in Year11 or Year12 (Please tick box)

Please print

Student's Family Name Given Names

Estimated Duration of Enrolment

Reason for Enrolment - tick the appropriate box below. (The application must conform with the Guidelines for Enrolment, obtainable at Regional Offices of the Department of School Education)

- Isolated Home Student* (The enclosed *distance certificate* must be completed by the Principal of the nearest school and returned with this application)
- Isolated School Student (Name of school)*
- Overseas (name of country)*
- Traveller* (Please complete the attached *itinerary* and return it with this application)
- Community Care School (Name of School)*
- School for Specific Purposes (SSP) (Name of School)*
- Medical* Please enclose a current specialist's medical report indicating nature and duration of disability.
- Vocationally Talented Student* Please enclose a copy of the student's birth certificate and a signed statement from the institution/academy giving details of the student's daily timetable.
- Confinement/Nursing Mother*

Confinement	- Enclose a medical certificate
Nursing Mother	- Enclose a copy of baby's birth certificate
- Papua-New Guinea Student* (Must be authorized by the P.N.G. Education Authority - Boroko)
Please attach Form P 15.
- A.C.T. Student* (Must be authorized by the A.C.T. Education Authority - Macarthur House)
Official Stamp required here

APPLICATION FOR FULL TIME ENROLMENT YEARS 11 and 12

2

Please print

Student's Family Name Given Names

Preferred Name Date of birth Sex.....

Postal Address (Property/Street)

(Suburb/Town) Postcode

Phone No. Area Code (.....)..... Nearest Town/Suburb

Parent/Guardian's Surname Given Name

Postal Address.....

Postcode Phone No. Area Code (.....)

Supervisor's Surname	Given Name
Postal Address for lessons.....	
Postcode	Phone No. Area Code (.....)

Supervisor's Relationship to Student

Name of student's emergency contact

Phone No. Area Code (.....).....

Is the student from a non-English speaking background? Write Yes or No

What language is spoken at home?

State any relevant health problems (eg hearing, sight)

School previously attended Class Year 19.....

Address of previous school

Phone No. (.....)..... Number of months in that class Date of leaving

Is student entitled to or in receipt of Aboriginal/Torres Strait Secondary Grant? Write Yes or No

Is student entitled to or in receipt of Secondary Bursary Grant and/or Austudy? Write Yes or No

Tick if you have the following equipment at home

TV Video - Beta Computer (brand) Cassette Player - VHS Modem FAX Number TELEX Number

Do you have a KEYLINK mailbox for electronic mail? Write Yes or No

Do you have access to a community library? Write Yes or No

Brothers/sisters information - Currently enrolled at a Distance Education Centre

Family Name

Given Name/s

Class/es enrolled in this year

SELECTION OF SUBJECTS (SYDNEY D.E.C. ONLY)

Each D.E.C. will provide its own subject selection according to its curriculum.

For any subject requested from the Open High School, a separate Part/Time Application must be submitted. Please refer to the Enrolment Guidelines.

SUBJECTS AVAILABLE IN YEARS 11 AND 12

English	2 Unit General Supplementary English	2 Unit Contemporary 1 Unit (Year 11 only)	2/3 Unit Related
Mathematics	Maths in Society 2 Unit 2 Unit	3 Unit	4 Unit (in special circumstances only)
Science	General Science 2 Unit Chemistry 2 Unit		Biology 2 Unit Physics 2 Unit
Geography	2 Unit (Global Environments)		
Economics	2 Unit		
Modern History	2 Unit	3 Unit	People and Events 2 Unit
Ancient History	2 Unit (Written Evidence)		
General Studies	1 Unit (Year 11 and/or 12)		
Society and Culture	2 Unit		
Visual Arts	2 Unit	3 Unit	
Home Science	2 Unit	3 Unit	
Textiles and Design	2 Unit	3 Unit	
Music	2 Unit	3 Unit	2 Unit 1
Engineering Science	2 Unit		

***Joint Secondary Schools/TAFE (JSST) Program
(1 Year, 1 unit courses)**

- Horse Care
- Basic Aeronautical Knowledge
- Environmental Management
- Sheep and Wool Studies
- Basic Aeronautical Knowledge

***Board Approved Courses
(1 Year, 1 unit courses)**

- Child Development (Year 11 only)
- Law in our Everyday Living
- Planning and Starting a Small Business
- Living Skills for Young Adults
- Language in the Story of Australia

Students will choose at least 11 units and no more than 12 units. *English is compulsory.*

Before choosing subjects, please consult the Principal of the Distance Education Centre in which enrolment is sought.

In the spaces below, please list the subjects requested by the student. In the boxes, indicate the number of units.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the student intend to proceed to tertiary studies? Yes No
 If so, in what field of study is the student interested (eg arts, humanities, engineering, creative arts)?

What occupation has the student in mind?

SUPERVISOR'S CERTIFICATE

SUPERVISION- Conditions of Enrolment

The supervisor must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work.

The Supervisor guarantees the following:

- Completion and posting of weekly Title Pages.
- A signed Supervisor's certification on all work submitted.
NOTE: Any completed Title Page/Exam Paper/Assessment Task received at the Distance Education Centre with the Supervisor's Certificate NOT SIGNED, will be regarded as invalid.
- Provision of time for the required number of periods or hours of study.
- Satisfactory participation in oral and practical work as prescribed by the particular course.
- Provision of a suitable study/work area for the student.
- Completion of portfolios of work and depth studies as and when required.
- Tests/Examinations and assignments will be conducted under strict supervision ensuring that such exams/assignments are the work of the student, unaided by any other person.
- Tests/Examinations will be held on the date(s) and at the time(s) specified by the Distance Education Centre.
- Return of teaching material (eg cassettes, videos, slides), equipment and library books issued by the Distance Education Centre.

IMPORTANT: Failure to comply with the above conditions may lead to the non-award of an assessment and/or termination of the student's enrolment.

I certify that the above conditions will be met. .

Signature of Supervisor Date

Conditions of enrolment sighted by student Date
Student's Signature

PLEASE CHECK THAT THE FOLLOWING ESSENTIAL ITEMS ARE RETURNED WITH THE APPLICATION:

- Details of previous study in each subject and other information as requested.
- Copy of most recent school report
- Photocopy of School Certificate or equivalent.

All applications must be sent directly to the Regional Office of School Education nearest your home for approval. (See enclosed details of offices and addresses.)

Decision of Regional Office: Recommendation Write Yes or No.....

Signature Date

Region

Decision of Principal of Distance Education Centre

Acceptance/Non-Acceptance Date
Signature of Principal

If after full consideration the application is rejected, the Parent/Supervisor will be informed.



NSW DEPARTMENT OF SCHOOL EDUCATION

THE OPEN HIGH SCHOOL

MARY STREET, DRUMMOYNE

Telephone

Fax

APPLICATION FOR PART TIME ENROLMENT	YEARS 8- 12
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Enrolment is required for 199..... Year 8 Year 9 Year 10 Year 11 Year 12

Please tick box

IN THE FOLLOWING SUBJECT.....

If enrolling in Year 11 or 12, please indicate the number of units and the level at which the student wishes to study

the subject e.g. 2UZ, 2UG

Student's Family Name

Given Names

(Underline name by which student wishes to be called)

Student's date of birth Sex: Male Female Name of School School Phone No.
(Include area code)

School Address..... Post code.....

Name of Regional Office (Department of School Education).....

School previously attended..... and period of enrolment

PRINCIPAL'S CERTIFICATE

Is the subject requested offered at your school for the year of enrolment? Please write Yes or No

REASON FOR REQUESTING ENROLMENT (Please quote the guideline covering this enrolment. It must conform with the Guidelines for Enrolment, 1991)

Enrolment will not proceed if this section is not completed.

CONDITIONS OF ENROLMENT - The Principal guarantees the following:

- Completion and posting of weekly Title Pages.
 - A signed supervisor's certification on work submitted.
Note: any completed titles pages/exam paper/assessment task received at the Open High School with the Supervisor's Certificate not signed, will be regarded as invalid.
 - Provision of time on the timetable for the required number of periods or hours of study.
 - Provision of textbooks, equipment and laboratory or workshop facilities necessary to meet satisfactorily the requirements of the Distance Education subject.
 - Provision of a suitable study area for the student (specialist area for practical work).
 - Satisfactory participation in oral and practical work as prescribed by the particular course.
 - Tests/examinations/assessment tasks will be held on the date/s and at the time/s specified by the Open High School.
 - Tests/examinations/assessment tasks will be conducted under strict supervision according to subject requirements.
 - Forwarding of completed portfolios of work and depth studies, as and when required.
 - Returning of teaching material (e.g. cassettes, slides, books) issued by the Open High School.
 - Entry of the student for the School Certificate or the Higher School Certificate in the subject studied by Distance Education.
- IMPORTANT:** Failure to comply with the above conditions may lead to the non-award of an assessment and/or termination of the student's enrolment.

- Conditions of enrolment sighted by the student

(Student's signature)

- Conditions of enrolment sighted by the Supervisor

(Supervisor's signature)

(Please print supervisor's name)

- Conditions of enrolment will be met

(Principal's signature)

Date.....

SUBJECTS AVAILABLE IN YEARS 8 - 10

English	French
Mathematics	German
Science	Indonesian
Commerce	Italian
Geography	Japanese
History	Latin
Home Science	Modern Greek
Textiles and Design	Russian
Music	Spanish
Technical Drawing	Visual Arts

Technics (underline the lobe of your choice):

Bookcraft / Leatherwork	Farm technology
Building construction	Power technology

SUBJECTS AVAILABLE IN YEARS 11 AND 12

English 2/3 U Related, 2U General, 2U Contemporary
 Supplementary English 1 U (Year 11 only)
 Mathematics 2U, 3U
 Maths in Society 2 U
 Science:
 General Science 2U
 Physics 2U
 Chemistry 2U
 Biology 2U
 Modern History 2U, 3U
 People and Events 2U
 Ancient History 2U (Written Evidence)
 Geography 2 U (Global Environments)
 Economics 2U
 General Studies 1U
 Society and Culture 2U
 Visual Arts 2U, 3U
 Home Science 2U, 3U
 Textiles and Design 2U, 3U
 Music 2U, 3U, 2U1
 Engineering Science 2 U

Languages:
 French 2U, 3U
 French 2UZ
 German 2U, 3U
 German 2UZ
 ***Russian 2U, 3U
 Russian 2UZ
 ***Modern Greek 2U, 3U
 Modern Greek 2U Z
 ***Indonesian 2U, 3U
 Indonesian 2UZ
 Bahasa Indon/Malaysia 2U, 3U
 (for native speakers)
 ***Italian 2U, 3U
 Italian 2U Z
 Japanese 2U, 3U
 Japanese 2UZ
 Latin 2U
 Latin 2UZ
 ***Spanish 2U, 3U
 Spanish 2UZ

*** Students wishing to enrol in Year 11 without having gained a satisfactory award in this subject in the NSW School Certificate must pass an entrance test as required.

PREVIOUS STUDY OF REQUESTED SUBJECT

Year/Class..... Subject studied for..... Years/months Units.....

Mark/Grade at last assessment..... Date of assessment.....

Students in Years 8-10: In the spaces below, please list other subjects being studied by the student at his/her school. In the boxes, indicate the number of hours of study per week

.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Students in Years 11-12: In the spaces below, please list other subjects studied by the student. In the boxes, indicate the number of units studied.

.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information from the Supervisor

In order to facilitate the enrolment, please complete the following:

Textbooks previously used in the study of this subject.....

.....

.....

Topics covered

.....

.....

Practical Work Completed (Comment on language proficiency if enrolment in a language is required)

.....

.....

Name of Parent/Guardian

Home address

..... Post Code..... Phone No.....

Tick if you have the following equipment at home

TV Video - Beta Computer (brand)

Cassette Player - VHS Modem

FAX Number TELEX Number

Do you have a KEYLINK mailbox for electronic mail? Write Yes or No.....

Do you have access to a community library? Write Yes or No.....

Applications must be sent directly to the Regional Office of School Education.

Regional Recommendation

Date..... Signature..... Region.....