



NSW Department of School Education
Distance Education

Guidelines for enrolment

For Full-time and Part-time students
at Distance Education Centres
and the Open High School

Effective from 1992

19 other copies



NSW Department of School Education
Distance Education

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Note: This statement replaces Section 15.5 of *Education of Isolated Students* published in the *School Manual on Education Management* (Issue 1, 1987), *Distance Education* guidelines published in the *Education Gazette* (No.9, 8/6/1989) and *Distance Education* guidelines published in the *Education Gazette* (No.20, 7/12/90).

Introduction

The NSW Department of School Education has made special arrangements to deliver its full-time educational programs to those students who are isolated or whose special circumstances prevent them from attending school on a regular basis.

Under certain circumstances part-time programs are made available for secondary students who are unable to obtain specific subjects/courses at their schools.

There are 18 Distance Education Centres strategically located across the state to bring the service closer to students and their families. Some centres are autonomous while others form an integral part of a host school. The Learning Materials Production Centre in Sydney provides learning material resources for all centres. The Open High School, also located in Sydney, offers part-time secondary enrolments.

The centres have drawing areas which provide maximum opportunities for students, teachers, parents and supervisors to enjoy closer contact and increased field services. The field service programs established by the centres include classes, mini-schools, workshops, home visits and practical sessions for specific subjects. Parents and supervisors take part in workshops, curriculum discussions and special school functions.

Mail services, telephones and either HF or VHF radio are the methods being used to deliver a faster and more personal educational service.

1 Full-time Enrolment

1.1 Enrolment Procedures

The information presented in this section is intended to assist in processing applications for full-time enrolment in Distance Education.

Application Forms

All application forms are available from Distance Education Centres or Regional Offices (list of addresses at the back of this booklet). Completed forms are to be forwarded to the address given on the application form.

Committee for Appeals

An appeals mechanism is established for each Distance Education Centre. Any applicant who wishes to challenge the rejection of an enrolment application may submit his/her case in writing to the relevant Appeals Committee via the Principal of the Distance Education Centre where the application was lodged.

Enrolment Interview

It is essential that, wherever possible, the student and supervisor visit the centre before beginning lessons so that the student can meet the teachers and the supervisor can discuss his/her role and responsibilities.

Enrolment Period

Enrolments generally should be for at least two terms.

Essential Documentation

A number of enrolment categories require documentation to support the application and this documentation must be forwarded with the completed application form.

The documentation may include:

- medical certificate (specialist where noted)
- distance certificate
- proof of NSW residency
- birth certificate
- statement of commitments
- clinical report

Continued ...

- detailed itinerary
- transfer certificate from current school

Fees

Primary

On application for enrolment all students will be advised of the fees required and these fees should be paid on enrolment. Fees charged are to cover the provision of all essential materials and equipment. Students who are overseas will be required to pay an additional charge for airmail postage of lesson materials. The postage charge for overseas students must be paid in advance to ensure continuation of the enrolment.

Secondary

On application for enrolment all students will be advised of the fees required and these fees should be paid on enrolment. Fees charged are for the hire of textbooks and the purchase of course kits for students in Australia.

Students overseas will be required to purchase all necessary textbooks and equipment. They will also be required to pay an additional charge for airmail postage of lesson materials. The postage charge for overseas students must be paid in advance to ensure continuation of the enrolment.

Forwarding Addresses

All lesson material must be mailed direct to the student and cannot be sent via a local address. Any alternate arrangement such as the use of the diplomatic courier bag or the courier service of a large company must be authorised by the Principal of the Distance Education Centre.

Principal's Acknowledgment

All applications must be signed by the Principal of the student's current school.

Return of work

All students enrolled in Distance Education are required to return work each week. The cost of airmail postage for the work returned by students overseas is the responsibility of the parent/supervisor.

Supervisors

The importance of the role of the supervisor cannot be overemphasised. Every student must have a supervisor to give support and guidance.

Full-time Enrolment Categories

NSW students in the following categories may apply for enrolment.

1.2 Pre-school Students

The Pre-school Unit is part of the Dubbo School of Distance Education.

Enrolment will be limited to children who meet all the Distance Education criteria and who plan to continue their primary education by distance education.

1.3 Primary Students

1.3.1 Isolated Home Students

In applying the following guidelines the intention is to ensure that students enrolling under this category are genuinely geographically isolated.

Students who are isolated from a government school and who make application under this category will need to provide a Distance Certificate signed by the Principal of the nearest public school. A distance of 3 kms from the student's home to the nearest bus route is the minimum prerequisite distance but it may not be sufficient reason to justify enrolment. The Principal of the enrolling school/centre will determine *isolation* in this context.

Students in this category will be expected to enrol at their local Distance Education Centre.

1.3.2 Students Travelling within Australia

Students who will be absent from school for an extended period, between six and twelve months, because of travelling commitments within Australia may make application to enrol at the Distance Education Centre closest to their NSW address.

A comprehensive itinerary must be submitted on enrolment. Addresses for a minimum of six weeks in advance are required to enable the enrolment to function.

Travellers who take up residence in one place for six weeks or more are expected to enrol at the local school.

1.3.3 Students Temporarily Resident or Travelling Overseas

When an appropriate English-speaking school is not available students from NSW or ACT schools who are temporarily resident or travelling overseas may make application for enrolment at the Distance Education Centre closest to their NSW address. They must provide a comprehensive itinerary on enrolment. Addresses for a minimum of six weeks in advance are required to enable the enrolment to function.

Under this category, *temporarily* is defined as:

- a holiday of up to one year's duration
- transfer of parental duties (business, study, missionary etc.) for a period of one year.

If exceptional circumstances should extend the period of absence an application for an extension may be submitted to the Principal of the Distance Education Centre.

Applicants must provide proof of NSW residency and pay the required fees and postage charges in advance.

During the time that students are enrolled in Distance Education they are not permitted to be enrolled at any other school. All enrolments are reviewed six-monthly.

1.3.4 Students from the ACT and PNG

Students from the ACT and Papua New Guinea who meet the Distance Education Guidelines and whose enrolment applications are approved by their local education authority may enrol through inter-government arrangement.

Students from the ACT will enrol at the Queanbeyan Distance Education Centre and students from PNG will enrol at the Dubbo Distance Education Centre. All other requirements for the appropriate category of enrolment must be met.

1.3.5 Students with Medical Conditions

Students with medical conditions which prevent them from attending school, including a special school, may be eligible for enrolment at their local Distance Education Centre. Specialist medical documentation is required on enrolment and at each six-monthly review.

This category does not generally provide enrolment for students with emotional and behaviour disorders, but the Principal of the Distance Education Centre will advise parents/supervisors about appropriate local services.

1.4 Support Unit Students

1.4.1

Students are eligible for enrolment at the Distance Education Support Unit located in Sydney if they are between 3.5 and 18 years of age and have no access to an appropriate local facility.

These students will have one of the following:

- an intellectual disability
or
- a sensory impairment
or
- multiple disabilities
or
- a physical disability where the support required is beyond the capacity of the local Distance Education Centre or isolated school with Regional assistance.

1.4.2

Enrolment at the Distance Education Support Unit does not lead to a School Certificate but students may be eligible for a special Record of Achievement at the end of their final year at school.

All enrolments are reviewed annually.

1.4.3

The enrolment application must be accompanied by:

- a specialist medical certificate (where appropriate)
- a clinical assessment of the student's disability/ies
- a Senior Guidance Officer's statement confirming the lack of an appropriate local facility
- a signed statement that adequate lesson supervision can be provided.

1.5 Secondary Students

NSW students in the following categories may apply for enrolment.

1.5.1 Isolated Home Students

In applying the following guidelines the intention is to ensure that students enrolling under this category are genuinely geographically isolated.

Students who are isolated from a government school and who make application under this category will need to provide a Distance Certificate signed by the Principal of the nearest public school. A distance of 5 kms from the student's home to the nearest bus route is the minimum prerequisite distance but it may not be sufficient reason to justify enrolment. The Principal of the enrolling school/centre will determine *isolation* in this context.

Students in this category will be expected to enrol at their local Distance Education Centre.

The Sydney Secondary Centre will not, however, be accepting Isolated Home Student enrolments. These will be forwarded to the nearest appropriate country Distance Education Centre.

1.5.2 Students Travelling within Australia

Students who will be absent from school for an extended period, between six and twelve months, because of travelling commitments within Australia may make application to enrol at the Distance Education Centre closest to their NSW address with the exception that those who reside in the Sydney Metropolitan Area will enrol at Karabar Distance Education Centre unless the family preference is for one of the other country Centres.

A comprehensive itinerary must be submitted on enrolment. Addresses for a minimum of six weeks in advance are required to enable the enrolment to function.

Travellers who take up residence in one place for six weeks or more are expected to enrol at the local school.

1.5.3 Students Temporarily Resident or Travelling Overseas

Students from NSW schools who are temporarily resident or travelling overseas may make application for enrolment at the Distance Education Centre closest to their NSW address with the exception that those who reside in the Sydney Metropolitan Area will enrol at Karabar Distance Education Centre unless the family preference is for one of the other country Centres.

Students must provide a comprehensive itinerary on enrolment. Addresses for a minimum of six weeks in advance are required to enable the enrolment to function.

Under this category, *temporarily* is defined as:

- a holiday of up to one year's duration
- transfer of parental duties (business, study, missionary etc.) for a period of one year.

If exceptional circumstances should extend the period of absence an application for an extension may be submitted to the Principal of the Distance Education Centre.

Applicants must provide proof of NSW residency and pay the required fees and postage charges in advance.

During the time that students are enrolled in Distance Education they are not permitted to be enrolled at any other school. All enrolments are reviewed six-monthly.

1.5.4 Students from the ACT and PNG

Students from the ACT and Papua New Guinea who meet the Distance Education Guidelines and whose enrolment applications are approved by their local education authority may enrol through inter-government arrangement.

Students from the ACT will enrol at the Karabar Distance Education Centre and students from PNG will enrol at the Dubbo Distance Education Centre

All other requirements for the appropriate category of enrolment must be met.

1.5.5 Students Resident on Lord Howe Island

Students resident on Lord Howe Island who cannot receive the required level of face-to-face teaching will enrol at the Port Macquarie Distance Education Centre.

1.5.6 Students with Medical Conditions

Students with medical conditions which prevent them from attending school, including a special school, may be eligible for enrolment at their local Distance Education Centre. Specialist medical documentation is required on enrolment and at each six-monthly review.

This category does not generally provide enrolment for students with emotional and behaviour disorders, but the Principal of the Distance Education Centre will advise parents/supervisors about appropriate local services.

1.5.7 Students at Schools for Specific Purposes

Students at hospital schools or at schools for students with physical disabilities or schools for students with emotional and behaviour disorders where face-to-face teaching cannot be provided at the level required will be enrolled at their local Distance Education Centre.

1.5.8 Students at Community Care Schools

Students in custody will be enrolled at the Sydney Secondary Distance Education Centre unless exceptional circumstances apply. For such cases the use of a local Centre is permissible.

1.5.9 Isolated School Students

Students at government primary and central schools which do not provide face-to-face teaching at the level required may make application for enrolment at their local Distance Education Centre.

1.5.10 Vocationally Talented Students

Students who are between the ages 15 and 18 and whose commitment to their vocational talents prevents attendance at school may make application for enrolment at the appropriate Distance Education Centre.

Students enrolling under this category will be required to submit a *Statement of Commitments* from the institution they are attending, detailing their activities/obligations which prevent them from attending school.

1.5.11 Pregnant Students

Students who are pregnant or in the first year of motherhood may make application for enrolment at their local Distance Education Centre.

Pregnant students require a medical certificate attesting pregnancy. Students wishing to extend the enrolment period or enrolling in the first year of motherhood must provide a birth certificate for the child.

2 Part-time Enrolment

2.1 Enrolment Procedures

The information presented in this section is intended to assist in processing applications for part-time enrolment in Distance Education.

Application Forms

All applications must first be submitted to the Principal of the school at which the student is currently enrolled.

Application forms are available from Regional Offices, the Open High School, Sydney, or the appropriate local secondary Distance Education Centres.

Completed application forms are to be forwarded by the Principal to the address given on the application form.

Committee for Appeals

An appeals mechanism has been established for each centre offering part-time enrolment. Membership of the committee may include the ADG (R) or nominee, the Principal of the Distance Education Centre and representatives from the non-government school sector and the community.

Any applicant who wishes to challenge the rejection of an enrolment application may submit his/her case in writing to the relevant Appeals Committee via the Principal of her/his school.

Date for Term 1 Enrolment Applications

Applications for enrolment for Term 1 should be submitted to the Principal of the Open High School or local Distance Education Centre by 30 November of the previous year to avoid delays in forwarding lesson materials.

Essential Documentation

All application forms require endorsement by the Principal of the student's current school. Applications submitted under category 2.3.6 *Students with special needs* must be accompanied by a supporting statement from the Principal.

2.2 General Conditions of Enrolment

Students attending secondary schools in a rural city/town where a secondary Distance Education Centre is located may make application for part-time enrolment at the centre if the subject required is available.

All other students should apply to the Principal of the Open High School, Sydney.

The following requirements apply to all enrolments and must be met before the enrolment details of individual cases will be considered.

- Students must be enrolled in a NSW, approved ACT or PNG secondary or central school at the time of application.
- Students will not be eligible for enrolment in courses which are offered by the school they are attending.
- Students applying for enrolment in a 3Unit course must also enrol in the appropriate 2Unit course.
- Principals must certify that students will be allocated the prescribed time to study part-time courses within the normal school timetable.
- As a general rule
 - a student is able to study only one part-time course
 - a school will be allowed a maximum of

• 3 students per subject per year	}	12 students <u>maximum</u>
• 4 subjects per cohort of students	}	per cohort

Note: Principals of small isolated rural schools with restricted curriculum offerings may negotiate with the Principal of the Open High School or the local secondary Distance Education Centre for variation of these requirements.

- Principals will be required to certify that:
 - students are capable of working independently;
 - a member of the teaching staff of the school has been nominated to supervise the study arrangements of part-time students and any formal assessment tasks;
 - students will return work regularly and complete all tasks set including assignments and any formal examinations and assessment tasks;
 - students will be provided with the required support resources such as textbooks, reference materials, cassette recorder, use of specialist rooms e.g. laboratory;
 - the student's own school will lodge all the required entries for external examinations.

2.3 Enrolment Categories

Provided the previous conditions have been met, students may make application for enrolment under any of the following categories:

2.3.1 Students whose study has been interrupted

Students whose study has been interrupted by transfer or some other acceptable reason may make application for enrolment.

This category of enrolment is applicable to students who are committed to the study of a subject which will lead to the award of the School Certificate in the years up to and including 1994 or to the award of the Higher School Certificate.

2.3.2 Students seeking continuity of study

Students entering Year 11 who had reasonable expectation of continuing the study of a subject which is now not available at their school may make application for enrolment.

2.3.3 Students wishing to study their ethnic language

Students who wish to study the ethnic language of their family where it is not available at their school or at a Saturday School of Community Languages within reasonable travelling distance may make application for enrolment.

2.3.4 Students at small isolated rural schools

Students at small isolated rural schools disadvantaged by the necessarily limited elective offering may make application for enrolment.

2.3.5 Students with disabilities

Students who because of some disability are unable to undertake a course of study at their school may make application for enrolment. A medical certificate may be required.

2.3.6 Students with special needs

Students who satisfy their Principals that they have sufficiently good reasons for wishing to study a subject/course not available at their school may make application for enrolment.

Statements supporting students' special cases must be submitted by Principals.

2.3.7 Students on Exchange Programs

Students who are temporarily attending a NSW secondary or central school while on a recognised exchange program may make application for enrolment in a subject not available at that school.

3 Addresses of Distance Education Centres

Primary Centres		<i>Phone</i>	<i>Fax</i>
Bourke PS	Green Street, Bourke 2840	068 72 2051	068 72 3168
Broken Hill SOTA	Lane Street, Broken Hill 2880	080 87 3565	080 88 5998
Casino PS	103 Walker Street, Casino 2470	066 62 1113	066 62 3283
Cobar PS	Blakely Street, Cobar 2835	068 36 2039	068 36 2187
Dubbo	Myall Street, Dubbo 2830	068 85 9607	068 85 9614
Hay PS	Lachlan Street, Hay 2711	069 93 1270	069 93 1779
Port Macquarie PS	Grant Street, Port Macquarie 2444	065 83 2977	065 84 1210
Queanbeyan PS	Isabella Street, Queanbeyan 2620	06 297 2144	06 299 4282
Sydney Distance Education PS	Cnr Cambridge & Holt Streets, Stanmore 2048	02 568 9888	02 568 9827
Tibooburra PS	Briscoe Street, Tibooburra 2880	080 91 3317	080 91 3496
Walgett PS	Warrena Street, Walgett 2832	068 28 1077	068 28 1936
 Secondary Centres			
Balranald Central Sec	We Street, Balranald 2715	050 20 1103	050 20 1769
Dubbo	Myall Street, Dubbo 2830	068 85 9666	068 85 9614
Port Macquarie HS	Owen Street, Port Macquarie 2444	065 83 1844	065 84 1632
Karabar HS	Donald Road, Queanbeyan 2620	06 297 5822	06 299 3035
Sydney	52-58 William Street, Kings Cross 2011	02 339 8444	02 360 2183
Walgett HS	Arthur Street, Walgett 2832	068 28 1022	068 28 1994
 Open High School	 52-58 William Street, Kings Cross 2011	 02 339 8444	 02 360 2183
Learning Materials Production Centre	52-58 William Street, Kings Cross 2011	02 339 8444	02 360 2183
Distance Education Support Unit	52-58 William Street, Kings Cross 2011	02 339 8444	02 360 2183

Addresses of Regional Offices

Country		Phone
Hunter	117 Bull Street / PO Box 488G Newcastle 2300	049 26 9711
North Coast	101 Molesworth Street / PO Box 422 Lismore 2480	066 21 1701
North West	V Guy Kable Building Marius Street / PO Box 559 Tamworth 2340	067 68 4700
Riverina	Housing Commission Building 76 Morgan Street / PO Box 478 Wagga Wagga 2650	069 21 0900
South Coast	84 Crown Street / PO Box 1232 Wollongong 2500	042 26 8111
Western	NSW Government Offices 149 William Street / PO Box 143 Bathurst 2795	063 33 4222
 Metropolitan		
Metropolitan East	420 Forest Road / Locked Bag 25, PO Hurstville 2220	02 930 6000
Metropolitan North	Barton House 45-47 Hunter Street / PO Box 450 Hornsby 2077	02 477 0111
Metropolitan South West	161 Bigge Street / PO Box 324 Liverpool 2170	02 600 3110
Metropolitan West	NSW Government Offices 22 Main Street / PO Box 877 Blacktown 2148	02 671 8611

WUGA DIXON

For your information and
filing.

Warren

18/2

Mr Peter Harris
Principal
The Open High School
PO Box 7098
SYDNEY NSW 2001

WJB:bp

Dear Peter

I refer to our recent telephone discussion regarding enrolment of seven Year 12 Blaxland High School students in Italian by correspondence. Mr Richard Manyweathers was also included in our discussions at the time.

The circumstances relating to this request have been discussed in detail with the Principal, Mr John Mingay, and as he has indicated in his letter, steps have been taken to ensure that the current Year 11 Italian students will be adequately catered for next year in Year 12. This request is strongly supported by Region and your co-operation is sought. Due to circumstances in the school and the community, your speedy attention to this matter would also be appreciated.

Yours sincerely



Warren Burke
Assistant Director, Curriculum Support
FOR REG POLLOCK
Assistant Director-General

11 / 2 / 91

Lu - Attach to file

19/2

91/637

FAX MESSAGE
DISTANCE EDUCATION

NEW SOUTH WALES DEPARTMENT OF SCHOOL EDUCATION

Fax: (02) 561-8531
Tel: (02) 561-8530

TO: Assistant Director General Met. West Region	Fax. No. 671-8703	Date: 25.1.91
		Time:
Attention: Director, Education Program Policy	FROM: Richmond Manyweathers Manager Distance Education Task Force	

No. of Pages Following: _____

Subject: Applications for enrolment in Distance Education.

With the introduction of the decentralisation of Distance Education, there is some uncertainty about the procedures for processing students' applications for enrolment in Distance Education courses.

Copies of the procedures for the enrolment in Distance Education courses in all Regional Offices in early December 1990 are available for reference for the Director, Education, Met. West Region.

Students who are applying for enrolment in Distance Education courses should apply to their local Regional Office for enrolment in the course.

If you require further information, please contact the Director, Education, Met. West Region.

The Director, Education, Met. West Region will be pleased to assist you with any enquiries you may have regarding Distance Education courses.

Yours faithfully,
 Richmond Manyweathers
 Manager, Distance Education Task Force

Richmond Manyweathers. 561 8537

Open HS. Peter Harris - 339 8471 (S)
 339 8444

New South Wales Government



Department of School Education



Mr R Pollock
 Assistant Director-General
 Metropolitan West Region
 NSW Government Offices
 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 8537
 Fax: 561 8479 8531

Our reference: S90/450

Your reference:

Establishment of Distance Education Centres, 1991

The timetable for the establishment of the various DECs has been reviewed. Approval has been given to the following:

Commencement of School, 1991

- all country primary and secondary integrated centres;
- Dubbo Distance Education Centre (housed in a newly established demountable complex in Myall Street, Dubbo);
- Sydney Primary Distance Education Centre (located in surplus accommodation at Stanmore Public School).

By Commencement of Term 2, 1991

- Sydney Secondary Distance Education Centre (located in surplus accommodation at Cleveland Street High School);
- The Open High School and The Learning Materials Production Centre to be located in the vacated accommodation at former Drummoyne Boys High School.
- The Student Support Unit to be housed at Rose Bay Public School.

Accommodation for the Government Printery Service is to be provided at Drummoyne to continue to serve the publishing needs of the Learning Materials Production Centre. The Printery Service will lease accommodation from the Department. This accommodation will be available by the beginning of Term 2.

Revised "Guidelines for Enrolment, Distance Education" for implementation 1991 are now being reprinted for distribution to Regions and Schools. In addition the Guidelines will be published in a forthcoming Gazette for general distribution.

1. For your information. Who is the officer responsible

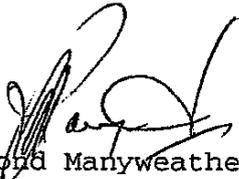
*W L R Decker
 O(HR)*

*Adelstein
 10/12/90*

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Approval for enrolment at a Distance Education Centre will be the responsibility of the Assistant Director General (Region) or nominee. Principals will be required to forward applications to their respective Regional Office for consideration before forwarding the application to the appropriate DEC.

Regions should note the timetable outlined above and ensure that correspondence to the centres remaining at William Street (former Correspondence School premises) are addressed to that location viz 52-58 William Street, Kings Cross NSW 2011.



Richmond Manyweathers
Manager
Distance Education Task Force