



Education



**DSODE**

DUBBO SCHOOL OF DISTANCE EDUCATION

*Quality Learning for our future*

# Dubbo School of Distance Education

*Single Course Provision Application – 2025*



Myall Street, Dubbo NSW 2830

Tel: 02 5804 7000 Email: [dubbo-d.enrolments@det.nsw.edu.au](mailto:dubbo-d.enrolments@det.nsw.edu.au)

<https://dubbo-d.schools.nsw.gov.au>



Applications must be submitted by email to [dubbo-d.enrolments@det.nsw.edu.au](mailto:dubbo-d.enrolments@det.nsw.edu.au) by November 8, 2024 and finalised by February 14, 2025

### Student Information

Surname:		First Name:	
Date of Birth:		Sex:	
Is the student of <b>Aboriginal or Torres Strait Islander</b> origin?			
Student Mobile:		Student NESA No:	
Student School Email:			
Student Home Email:			
Student is currently or has previously enrolled in a NSW DoE School:			
If yes, please supply Enrolment Registration Number (ERN):			

### Home School Information

School:		School ID No:	
Number of secondary students enrolled at your school:			
Supervisor Title:		Supervisor Name:	
Supervisor Email:			
School Postal Address:			
School Phone No:			

### Course Requested

Only courses listed in the Dubbo School of Distance Education Single Course Provision Information handbook are available through Dubbo School of Distance Education.

*If applying for a Stage 6 Language Beginners or Continuers course, please complete the appropriate Eligibility Determination Form and submit it with the enrolment application. The forms can be accessed at:*

<https://dubbo-d.schools.nsw.gov.au/about-our-school/enrolment/single-course-enrolments.html>

Student's current school year (2024):			
Course requested for 2025:			
Year 9	Year 10	Year 11	Year 12
1 Unit only	2 Unit Only	1 Unit Extension	

### Home School Checklist

ITEM	YES	N/A	ITEM	YES	N/A
Shared on ERN			Languages Eligibility Determination (Section 2)		
Evidence for category			Current Risk Assessment		
NCCD Details (e.g. AU Dis Con)			Individual Health Care Plan		
NESA VET Evidence plus USI			ASCIA Plan (if required)		

## Student's Undertaking

- I agree to do my work diligently and return work weekly to my teacher for feedback
- I agree to contact my teacher and to be contactable by my teacher at Dubbo School of Distance Education regularly.

By signing below the student agrees to all of the abovementioned conditions.

Course Requested:

Student's Signature:

Date:

## Reason for Application

Please refer to the [Distance Education Enrolment Procedures](#) for a full explanation of enrolment category criteria and the [DSODE Single Course Supervisor Supervisor handbook](#).

Please tick the relevant category

Application where the quota applies:

Access to an elective course Yrs 9 & 10

Access to meet NESA minimum requirements for HSC (Must not exceed 13 units in Year 11 and 11 units in Year 12 including subject on this application)

Access to meet needs of student with special circumstances

School requiring flexible curriculum to facilitate accreditation

Application not subject to quota:

Transfer from another school\* (May include student on recognised exchange program)

Date of transfer:

Previous school:

Single course languages (small cohort)

Vocational education training\* (VET) in a remote school.

- Has the student completed any VET competencies? If yes – please provide the NESA print out of competencies achieved.

- The student has read and acknowledged the requirements of studying a VET course.

(See [Stage 6 Course Information Booklet](#)) available on DSODE school website:

<http://www.dubbo-d.schools.nsw.edu.au/> Select the 'Enrolment' tab (top of page)

– Stage 6 Course Information

Student with confirmed disability

Full fee-paying overseas student

Exceptional circumstances\*

Public Schools NSW approval required. Please complete Distance Education Supplement – Extraordinary Circumstances Application for Single Course Provision

Note: *Director, Educational Leadership* approval is required for applications submitted after the cut-off date (DET Schools) and from Rural and Distance Education Directorate ([rde@det.nsw.edu.au](mailto:rde@det.nsw.edu.au)) for non-DET schools.

\* Please enclose any evidence and/or documents provided.

## Principal's Statement of Support

Principal's Name:

Signature:

Date:

## Course Information

### Previous study of requested course area

Where a student *has already begun* study of the requested course it is essential that the following information be supplied.

RoSA grade:		Preliminary Course satisfactorily completed?	
Mark/grade at last assessment:		Date of last assessment:	
Topics already covered – Preliminary and/or HSC topics completed			
1.			
2.			
3.			
4.			
5.			

## Courses to be studied in 2025

### Students in Years 9 and 10

Where a Year 9 or 10 student wishes to study an elective course, it must **replace** a school elective course. For example, if the school is offering six courses – English, Mathematics, Science, HSIE and Elective 1 and Elective 2 – the Distance Education course must *replace* one of the six courses. In the case of schools offering seven courses – English, Mathematics, Science, HSIE and Elective 1, Elective 2 and Elective 3 – the distance education course must *replace* one of these courses.

*List the electives this student will study in 2025 including the requested distance education course:*

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### Students in Years 11 and 12

The **maximum** number of units studied by a student **including** the distance education course cannot exceed thirteen (13) units in Preliminary (Year 11) and eleven (11) units in HSC (Year 12)

*List the courses this student will study in 2025 including the requested distance education course:*


**Parent/Carer Details – This contact will be listed to receive all official correspondence from the school**

Title:		Full Name:			
Relationship to Student:					
Home Address:					
Town:		State:		Postcode:	
Preferred Phone:			Other Phone:		
Email Address:					

**Student Residency Status**

Is the student an Australian Citizen or permanent resident? <i>If yes, please proceed to next section, if no, please complete temporary resident information below.</i>	Citizen	Permanent
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**Temporary Resident Information\***

Country of Birth:		Date of arrival in Australia:	
Passport or Travel Documentation No:		Country of issue:	
Visa Class:		Visa Subclass:	
Visa Expiry Date:		Authority to Enrol Code:	
Authority to Enrol Start Date:		Authority to Enrol Expiry Date:	
Is English the main language spoken at home?			
If no, main language spoken at home:			

**Student Sibling's Details**

Does the student have any siblings enrolled at a NSW Government School? If yes please provide the details of the most recently enrolled sibling			
Sibling's sex:	Male	Female	
Sibling's Full Name:		Sibling DOB:	

*\*Temporary resident information must be completed if students are temporary residents in Australia. Enrolments will not be accepted without this section completed in full. For more information on temporary resident enrolment at a NSW government school, please click the following link.*  
<https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents>

## Medical Information Form

### Privacy Advice

The information provided on this form is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who may participate in excursions, sporting activities or other educational or school activities conducted by or in conjunction with your school.

The information will be used by officers of the NSW Department of Education and Training to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion or school activity. In such circumstances the school will make available an alternative educational experience.

Provision of the information will significantly assist the school in planning a safer educational activity.

This information will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further. You may correct any personal information at any time by contacting the school office.

Student Name:

Class:

Medicare Number (optional):

#### Parent/caregiver contact details

Name:

Address:

Home Phone:

Work Phone:

Mobile:

#### Doctor Contact Details

Name:

Address:

Doctor's Phone:

#### Emergency Alternative Contact/s Details

1. Name:

Phone:

2. Name:

Phone:

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies, anaphylaxis etc.). Outline treatment for each, or attach relevant plans (e.g. ASCIA Action plan).

List all medication/s to be administered during workshop/residential/excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions.

Name of Medications:

Instructions for administration (e.g. self-administered or supervised and dosage):

Time/s for administration:

Any other comments to support medications:

Outline special dietary needs including possible reaction to any foods (e.g. gluten or dairy intolerance).

Signature or parent or caregiver:

Date:



## Interschool Journal – Dubbo School of Distance Education

**NSW Government Schools Only** Please ensure all information is correct and completed in full before returning enrolment form.

### Details of School Creating Journal

<b>School Name:</b>	Dubbo School of Distance Education	<b>School Code:</b>	4587
<b>School Contact:</b>	Lynda Ipkendanz (BM) (02) 5804 7000 dubbo-d.enrolments@det.nsw.edu.au		

### General Journal Information

<b>General Ledger Number:</b> (Note: this six-digit number is the same for both schools)	401670	<b>Tax Code: (P5 or S5 only)</b>	S5
<b>Total Cost:</b>		<b>Date of Event:</b>	
<b>Student Name:</b>		<b>Description:</b>	Single Subject Enrolment Fees

### School to be Billed information

Please provide YOUR school details as required for this Journal

<b>School Name:</b>		<b>School Code:</b>	
<b>Cost Centre:</b>		<b>Fund Code:</b>	6300
<b>Internal Order Number:</b>			
<b>Signature:</b>		<b>Date:</b>	

### DSODE Office Use Only

<b>Fund Code:</b>		<b>Cost Centre:</b>	
<b>Internal Order/WBS Number:</b>		<b>Journal Name:</b>	
<b>Date Journal Processed:</b>			

## Course Access Fee for 2025 (subject to change)

### School contributions for Government School Students

Enrolments in Year 9, 10, 11 and 12	\$115.00	– 1 year course (No GST)
	\$230.00	– 2 year course (No GST)

Where a student **discontinues a course after enrolment**, the School Contributions for Government School students are **non-refundable**.

*Please complete the interschool journal on the previous page.*

### School contributions for Non-Government School Students

Enrolment, or continuing enrolment – Years 11 or 12	\$800.00	– 1 year (No GST)
Enrolment, or continuing enrolment in each 1 Unit Extension course	\$400.00	– 1 year (No GST)
Enrolment, or continuing enrolment – Years 9 or 10	\$340.00	– 1 year (No GST)

The pro-rata adjustments for Non-Government students who have discontinued their course are listed below:

#### Years 11-12

Enrolled for:	Refund
4 terms	Nil
3 terms	Nil
2 terms	\$332.50
1 term or less	\$498.75

#### Years 9-10

Enrolled for:	Refund
4 terms	Nil
3 terms	Nil
2 terms	\$102.50
1 term or less	\$153.75

**NOTE - It is the home school's responsibility to pay the Single Course enrolment fees.**

### Textbook and Resource Responsibility

**Schools are responsible for the supply of textbooks, equipment etc. to their students.** If a student selects a subject requiring special kits or equipment that the home school cannot provide and which are integral to the course, an extra subject fee may apply. The extra subject fee will need to be paid with enrolment. Materials for such courses will not be sent without the fee being paid.

Any resource lent to a Single Course student will be the responsibility of the home school. Dubbo School of Distance Education will be reimbursed by the home school for any resources not returned by the student at the completion of the course.

## Student's History Relevant to Risk Assessment

The NSW Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to advise DSODE of any information that will assist staff in providing appropriate access and support for students.

This may include providing relevant information to support a behaviour management plan or other specific strategies required to meet the needs of the student.

The action taken in response to the information you provide will help support our teachers in providing a safe environment to work and collaborate.

To your knowledge, is there anything in your student's history or circumstances (including medical history) which might pose a risk of any type to themselves, other students, or staff at this school? **Yes** **No**

If yes, please provide a brief description of the student's medical or other history, which might pose a risk of any type to themselves, other students, or staff at this school:

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues:

**Does the student have any present or past behavioural issues that we need to be aware of?**

(e.g. violence, threats, intimidation, illegal possession of weapons/drugs) **Yes** **No**

Do you have a current risk management plan for this student in your school? **Yes** **No**

Please provide any details required to support the student:

## Students with Additional Learning and Support Needs

Does the student have any additional learning and support needs (including disability and/or any NCCD information)?

**Yes** *(Please provide further details below)*

**No**

**Principal's Signature:**

**Date:**

## General Permission to Publish Form

School publications provide a means of celebrating student achievement sharing ideas. Publications such as the school magazine 'Myall Mail', school newsletter, school website, and school Facebook page encourage a positive school image and a sense of belonging for students, who are often isolated from their peers. For this reason, we ask you to complete the following authority, so that any photographs, films, recordings or student work submitted (for example at excursions or workshops) can be published.

### Parent/Carer Authority

I HEREBY AUTHORISE and permit the NSW Department of Education (DoE) through Dubbo School of Distance Education, its employees or agents to use my child's work, to photograph my child, and/or to make a vision/sound recording of my child.

These resources may be published, communicated and distributed for educational purposes both in Australia and internationally and may be published in any form or format whether print, electronic, analogue or digital while these resources remain relevant.

I understand DoE, through Dubbo School of Distance Education, may make use of and exhibit this work and these photograph(s), vision/sound recording(s), incorporating my child's image, likeness and/or voice in any media format as it sees appropriate, and I understand these will be the absolute property of the NSW Department of Education throughout the world.

I understand that participation by my child is entirely voluntary, and that no payment of any kind is involved.

I understand that any use of this material may identify the child.

<b>Parent/Carer's Name:</b>		<b>Date:</b>	
<b>Parent/Carer's Signature:</b>			

## Supervision – Conditions of Single Course Provision

The supervisor must

- provide appropriate supervision for the student in their learning environment. They must ensure that the student is not left alone while learning through distance education
- arrange for supervision of the student’s examinations and in-class assessment tasks, and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

### The School Supervisor certifies that:

- the student is capable of working independently and will be supervised during school timetabled activities.
- examinations and in-class assessment tasks:
  - will be conducted under strict supervision, ensuring that they are the unaided and independent work of the student.
  - examinations will be completed by the date(s) specified by Dubbo School of Distance Education. Assessment tasks will be submitted by the due date.
- work will be completed and submitted in all courses on a weekly basis.
- the supervisor will be contactable by phone or email.
- the student will be provided with resources where required, such as printing, textbooks, reference materials, access to telephone, computer, internet, audio equipment and access to supervised specialist teaching rooms, that meet the Department’s current specifications.
- any teaching materials, unmarked learning materials and library books that have been issued by Dubbo School of Distance Education will be returned when the student completes the course or leaves the school.
- procedures are in place to ensure that the parent/carer permission is obtained for the student to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities.
- a suitable and safe work placement for any **Vocational Education and Training (VET)** course is available.
- access to a suitable venue and supervision for NESA examinations is available.

### The School Supervisor agrees to:

- provide their signature on all work submitted to Dubbo School of Distance Education. **Note:** Any completed learning activity/examination paper/assessment task received without the supervisor’s signature may be regarded as invalid.
- interpret and explain instructions or comments in lesson materials and teacher feedback.
- provide assistance with locating necessary materials and resources.
- provide a copy of the student/s timetable, with bell times, to the DSODE teacher and inform them of any timetable changes which may occur.
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course.
- ensure that portfolios of work and depth studies are completed when required.
- provide timely advice to Dubbo School of Distance Education about illness or absences which have affected the student’s ability to complete set activities.
- download student reports through DEMS as instructed by DSODE and provide a copy to the students’ parents/carers.

Official NESA course warning letters issued by Dubbo School of Distance Education will be forwarded to the student’s parent/carer with a copy also sent to the student’s home school.

**IMPORTANT: Not complying with the above conditions may lead to a student not meeting course requirements or a review of the single course provision.**

*By signing below the school supervisor agrees to the abovementioned conditions and has discussed them with the student.*

Supervisor’s Title:		Supervisor’s Full Name:	
Phone:		Email:	
<b>Signature:</b>		<b>Date:</b>	

## Principal's Agreement – Conditions for Single Course Provision

### For an enrolment to be accepted, the Home School Principal guarantees:

- the student is capable of working under the supervision of a nominated member of their teaching staff who will supervise the study arrangements of the student including formal examinations and assessment tasks.
- that the required time is allocated to the student within the home school's timetable to complete coursework and study.
- the student will return course work once a week in this course, as per NESA requirements.
- the student will be provided with the required support resources, e.g. work room, textbooks, computer, use of specialist rooms (such as a laboratory), access to phone and email.
- the student will be supervised at the home school, by a suitably qualified teacher, whilst the student carries out any practical exercises and practical project work.
- examinations and in-class assessment tasks will be supervised at the home school by a member of their teaching staff and will be held on the dates and under the conditions specified by Dubbo School of Distance Education.
- any resources issued during the course will be returned to Dubbo School of Distance Education as required.
- the student is entered by the home school for the RoSA, Preliminary Certificate or the Higher School Certificate, indicating that the course is studied "elsewhere" at the Dubbo School of Distance Education – NESA number 8112.
- where the student is applying for single course provision in a Higher School Certificate course, the Preliminary requirements for that course have been met.
- written notification will be made to Dubbo School of Distance Education in the event of a change of school supervisor.
- to notify Dubbo School of Distance Education of any special needs, special circumstances, special provisions or learning adjustments made for this student.
- **The home school is responsible for paying the required fees to Dubbo School of Distance Education.** Any resource loaned to a Single Course student will be the responsibility of the home school. Dubbo School of Distance Education will be reimbursed by the home school for any resources not returned by the student at the completion of the course.

### Please complete the following:

- |  |     |    |
|--|-----|----|
| • Does the student's previous history may pose a risk of some type to the student, other students, or staff at Dubbo School of Distance Education. If yes, please ensure the Student's History Relevant to Risk Assessment has been completed. | Yes | No |
| • Does the student suffer from a severe allergic condition (anaphylaxis)? If yes, please attach a copy of the student's current Anaphylaxis Action Plan (ASCIA) from a medical practitioner.   | Yes | No |
| • The original documents listed below have been sighted by the principal of the home school.   | Yes | No |
| 1. Birth Certificate or identity documents   |     |    |
| 2. For students who are not Australian Citizens passport or travel documentation   | Yes | NA |

## Principal's Declaration

I am aware that the student will not be enrolled with DSODE until:

- All pages / check boxes are completed
- Supervisor and home school principal have signed where required
- A copy of any relevant Learning Support or Risk Management plans have been provided
- Student has been "shared" on ERN (NSW DoE Schools only) with Dubbo School of Distance Education

I acknowledge that the student's continued provision is dependent on the above conditions for the duration of the course. I acknowledge and agree to the conditions of single course provision for distance education as listed above and I have nominated the following teacher as the school supervisor for this student:

Supervisor's Title:

Supervisor's Full Name:

Principal's Name:

Principal's signature:

Date: