

# Enrolment Policy

## POLICY STATEMENT

### ***VISION STATEMENT***

The Distance Education Centre Victoria (DECV) is a school that provides innovative 21<sup>st</sup> century learning in a stimulating and supportive environment that engages all students and encourages them in the pursuit of excellence and the achievement of individual goals

This Enrolment Policy reflects the values espoused by the DECV. It seeks to provide clear, fair and equitable guidelines for the enrolment of all eligible students.

### ***RATIONALE***

If you are a **Victorian resident** and fit within the enrolment guidelines, you may be eligible to study with the DECV.

It is possible for students to study either totally through the DECV or in conjunction with another educational provider such as a regular school or TAFE.

DECV programs are designed to meet the educational needs of students whose circumstances prevent them from accessing courses at regular schools

It caters for people who find it difficult to attend typical school classes.

Below are examples of possible circumstances in which students may be entitled to enrol at the DECV. Students may:

- be in hospital for a long period
- have a medical condition or disability that makes attending classes difficult
- wish to study a subject not available in their school
- find regular classroom situations difficult
- be travelling within Victoria, in another state or overseas (excluding over 21's)
- work irregular hours
- live in a remote area
- have carer responsibilities at home
- be a young adult returning to study

## **APPLICATION PROCEDURE FOR ENROLMENT**

- Eligibility for enrolment is determined by guidelines set out by the Department of Education and Early Childhood Development (DEECD). These can be accessed from the DECV web site at [www.distance.vic.edu.au](http://www.distance.vic.edu.au)
- Eligibility for Adult enrolment (21 years and over) is determined by guidelines set out by the Higher Education and Skills Group. These can be accessed from the DEECD Further Education and Training web site at [www.education.vic.gov.au/training/pages/default.aspx](http://www.education.vic.gov.au/training/pages/default.aspx)
- All Students are required to enrol or re-enrol every year as well as providing current or updated documentation or evidence to support their category of enrolment.
- Enrolment forms and guidelines for enrolment are available from the enrolment office in hardcopy or can be downloaded from the DECV web site.
- Students are enrolled as full time or part time unless otherwise determined by the relevant Sub School
  - A student in VCE (Years 11 and/or 12) who enrolls in 4 or more subjects will be deemed to be a full time student, whereas a student enrolled in 3 or fewer subjects is deemed to be a part time student.
  - An F-10 student who enrolls in less than the recommended full time program will have their enrolment classification determined by the Pathways & Transitions Coordinators. This will include taking into account the student's capacity for a full time load due to any substantiated medical or other reasons

## **APPLICATION FOR ENROLMENT AT DECV WILL INCORPORATE THE FOLLOWING COMPULSORY ELEMENTS:**

- All applications must be signed by the applicant, or a representative of the applicant if under 16 years of age at the time of enrolment.
- The appropriate approval form(s) and relevant supporting documents must accompany each application; these are on the DECV web site at [www.distance.vic.edu.au](http://www.distance.vic.edu.au) under 'Approval Forms'.
- A Materials Charge or fee is payable on acceptance of the enrolment. Concessions are available to those who produce a valid Centrelink Health Care card
- A copy of the birth certificate must accompany the Enrolment for every new student
- Parents of Primary students are invited to bring their child in for an Enrolment interview. At the Interview parents will be asked to provide a copy of the latest Student Report (if relevant) and articulate any specific learning needs at this interview.
- All Primary enrolments especially at the Foundation level must provide copies of an official immunisation certificate.
- Applications for Enrolment can be deferred with the understanding that such deferral is subject to additional information or supporting documentation being requested and presented.
- Applications that are submitted after the deadline date as published in the Handbooks, on the application forms or on the web site will be ineligible to enrol.
- All information is confidential and managed in accordance with all relevant Acts and regulations:
  1. *DEECD privacy policy*
  2. *Privacy Act Commonwealth*
  3. *Victorian privacy laws*
  4. *Education and Training Reform Act 2006*

5. *Public Health and Wellbeing Act 2008*
6. *Public Health and Wellbeing Regulations 2009*

## **ELIGIBILITY**

Tuition is available to all eligible Victorian residents who are unable to access regular schooling for a minimum of two consecutive school terms or a minimum of six consecutive months or more. A resident temporarily travelling overseas, interstate or within Victoria is also eligible to apply. A resident is a person with a permanent, residential address in Victoria. The onus is on the enrolling student or parent/guardian of the student to satisfy and prove this requirement if requested. For those aged over 21 from the 1<sup>st</sup> of January eligibility is determined annually by the Higher Education Support Group. These will be published in the Adult Handbook.

## **CATEGORIES**

### **CATEGORY: DISTANCE**

Secondary students who live more than 8 kms from a government secondary school **and** who live more than 5 kms from a school bus route to a government secondary school, or, Primary students under nine years of age who live more than 3 kms from the nearest government primary school or nearest bus route, or, Students over nine years of age who live more than 5 kms from the nearest government primary school and nearest bus route.

#### *Support Material Required:*

A letter from the closest Government school principal verifying distances from the school and bus route must be included with the application.

### **CATEGORY: MEDICAL**

Two sub-categories are covered under the medical category. They are:

- **Physical/Chronic health.** The Physical/Chronic health sub-category refers to a severe disability that prevents a student from attending school on a full time basis.
- **Social/Emotional.** A Social/Emotional condition must be of such severity that the student is unable to participate in regular schooling on a full time basis.

#### *Support Material Required:*

- Documentation to support either medical sub-category, require a relevant medical practitioner (G.P. Doctor for Physical/Chronic health or a Psychologist/Psychiatrist for Social/Emotional) who will complete the Approval Practitioner Form which can be downloaded from the DECV web site at [www.distance.vic.edu.au](http://www.distance.vic.edu.au)

## CATEGORY: SCHOOL REFERRAL

- Eligible students are those who are recommended by the appropriate Regional Director as the result of the student's application being supported by their current school. The school must download and complete the School Referral Form and the parents/guardians of the student must download and complete the Parent/Guardian Independent Student Form
- Students in this category are initially enrolled for a trial period of two consecutive terms. The student's progress will be reviewed during this time before a student is recommended to continue their study with the DECV. Where possible, the student should be reintegrated into a regular school at the conclusion of the two-term trial. If it is not deemed in the best interests of the student to be reintegrated into a regular school, the two-term trial period may be extended upon the approval of the appropriate Regional Director.

## CATEGORY: TRAVEL

- Eligible students are those Victorian students who are unable to attend or access regular schools because they are travelling for pleasure, work, sporting, acting, ballet or other commitments within Victoria, Australia or overseas for a minimum period of 6 consecutive months or two consecutive school terms or more. This category includes the children of itinerant workers whose work involves moving a number of times each year.

### *Support Material Required:*

#### Travel within Australia

- A letter from the student's current school Principal is required detailing the exit date and the period the student will be travelling.
- Students who are currently enrolled under the "Travel" category for travel within Australia and have already "travelled" for more than 2 years will need to seek approval from the DECV to continue by supplying current supporting documentation.
- As well as the above requirements, a detailed travel itinerary showing the extent of the travel, dates and movement, will need to be included with the student's application usually in the form of a Statutory declaration, or a letter e.g. from an employer or a Sporting body or other umbrella agency.
- Proof of your Victorian residency will be required if you have already left Victoria or Australia prior to enrolment, e.g. a copy of your current Victorian Drivers Licence.

#### Travelling Overseas

The same supporting documentation is required as for a student travelling within Australia however; travellers overseas who nominate a postal address outside Australia will be charged an additional postal charge of \$300 per year on top of the Materials charge.

- Other documents may be requested by the DECV to establish your eligibility and residency.

## Students travelling overseas and doing Year 12 studies only

A student is eligible to sit VCE examinations/GAT interstate or overseas if he/she is:

1. An exchange student overseas and not returning home during the examination period
2. Representing Australia for an official duty (for example, a sporting, academic or cultural event)
3. Able to provide a letter from the student's or parent/guardian's employer to verify the need for them to be interstate or overseas at the time of the examination.

Sporting commitments not representing Australia or family overseas holidays are not valid grounds for applying to sit the VCE examinations/GAT interstate or overseas.

- Other documents may be requested by the DECV to establish eligibility and residency.

## CATEGORY: YOUNG ADULT TUITION

Students aged 17 or over and less than 21 years of age on the 1st of January of the school year may be eligible to be enrolled at the DECV if they are solely undertaking VCE.

### *Support Material Required:*

- students who are over 17 and under 21 years of age can enrol directly with the DECV as long as they have a letter outlining their special circumstances as to why they cannot access the course at their local school or educational institution.
- a copy of a birth certificate to prove age eligibility.

## CATEGORY: STUDENTS IN REGULAR SCHOOLS WANTING TO ENROL IN SINGLE SUBJECTS

Principals from schools may seek to enrol their students in Years 7–12 distance education subjects/courses. The Principal must endorse and sign each application request and students must complete and sign the enrolment agreement in full. The requesting school must also nominate a supervisor for the student.

- Unless the student is to be a full time DECV student, students already enrolled in a regular school can enrol in up to 3 subjects with the DECV. The "Students in Schools" application form can be downloaded from the DECV web site.
- *Enrolment is subject to the DEECD guidelines and this applies to all **Government** and **Non-Government** schools and is only available to **Victorian resident students enrolled in Victorian schools.***

## CATEGORY: ADULTS OVER 21 YEARS OF AGE

Students over the age of 21 on the 1st of January will need to contact the DECV for the "ADULT" Enrolment Handbook which can also be downloaded from the DECV web site at [www.distance.vic.edu.au](http://www.distance.vic.edu.au)

- Enrolment criteria and fees are contained in the Adult handbook

## CATEGORY: HOME SCHOOLING (PURCHASE OF CURRICULUM MATERIAL ONLY)

- The Home Schooling category refers to the situation where the family takes the responsibility to teach their children at home. This is different to distance education provided by the Distance Education Centre Victoria.
- Parents wanting to home school a child are required to register the child with the Victorian Registration and Qualifications Authority (VRQA).
- The Education and Training Reform Act 2006 came into effect on Sunday, 1 July 2007. The Act provides for the registration, by the VRQA of students of compulsory school age undertaking home schooling.
- In accordance with this commitment, core subject material from Foundation to Year 10 is now available for purchase from the DECV. This is in print form only and on a cost recovery basis, to registered home schoolers of compulsory school age. Note, there is no teacher support or educational feedback on purchased material and in many cases there will be references to online material which can't be accessed.
- Access to these materials is subject to compliance with copyright requirements and verification of the child's registration with the VRQA.
- Information regarding the home schooling registration process for compulsory school age students can be found on the VRQA website at:  
<http://www.vrqa.vic.gov.au/default.htm>
- Cost of purchasing the Material only: \$160 per whole Grade/Year level course or \$80 for one semester.

## CATEGORY: Former Home Schooled Students Enrolling in VCE

- Students who were formerly registered for Home Schooling with the VRQA will be able to enrol directly into a full time VCE or VCAL program with the DECV.
- Parents of students registered for Home Schooling can now elect to either:
  - apply for their child to be enrolled in a full time VCE program with DECV (where the course of study is provided by DECV)
  - OR
  - notify VRQA that they wish to continue the registration of their child for Home Schooling (where the responsibility for the provision of the child's education rests with the parent registered for Home Schooling)
- A student cannot be both registered for Home Schooling and enrolled as a student with DECV.
- Former home schooled students wanting to enrol into a VCE or VCAL program with the Distance Education Centre Victoria will need to satisfy the following enrolment criteria:
  1. Former Home schooled students, younger than 17 years of age must undertake a full time VCE/ VCAL program and will need to deregister with the VRQA.

2. For the purposes of enrolment with the DECV to undertake the VCE or VCAL, a home schooler must have been undertaking learning as a registered home schooler for a period of 12 months or more prior to the enrolment. Persons requesting enrolment in this category are required to provide evidence of the previous year's registration for Home Schooling with the VRQA (or equivalent authority in other states) for a minimum of one complete school year (i.e. enrolled with the VRQA by the start of February in the year prior to undertaking the VCE or VCAL program) as well as evidence the child's registration for Home Schooling has been cancelled (VRQA will provide a cancellation letter where parent/s request cancellation of registration for Home Schooling in writing, including by email.)
- A condition of enrolment is that students attempting the VCE or VCAL are capable of succeeding in the program. As students registered for Home Schooling do not have moderated assessments of capability at year 10 level, it is important to have an assessment of student learning appropriate to the desired VCE studies.
  - Where a student has successfully completed an appropriate certified course from a registered school or RTO provider, this accreditation can be used towards establishing capability to undertake the VCE. The certified course must be able to establish competence in literacy and numeracy if appropriate to course selection.
  - Assessments may be required to ensure that the VCE/VCAL is the appropriate choice for the student; such assessments may include general skills/competencies tests, evidence of prior learning achievements or a portfolio of the student's work.
  - DECV will provide the test for those who are required to undertake an assessment of prior learning. The test may be undertaken at DECV or a negotiated site. Where the test is undertaken externally to DECV, the test must be supervised by an appropriate adult approved by the DECV.

## Dispute Resolution

Any complaints regarding this policy can be referred to the Principal of the Distance Education Centre Victoria, 315 Clarendon Street, Thornbury. 3071. This must be done in writing and outline the nature of the issues to be considered. This might also involve a review being completed by the DECV Liaison Officer (DLO) at the appropriate DEECD region.

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<b>Developers</b>	John Voglis
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