

2019 Students in Schools Enrolment Handbook

Welcome to the Distance Education Centre Victoria.

The Distance Education Centre Victoria (DECV) is Victoria's leading virtual school. With over 4300 students from Foundation to Year 12, more students study at DECV than any other school in Victoria. We provide education to a range of students with varying personal circumstances who are unable to attend mainstream schooling. Central to our mission of providing flexible learning is a commitment to engagement and inclusion, regardless of each student's background or circumstances.

Our teachers are dedicated to building the confidence and resilience of each and every student. We take pride in helping our students to prepare for university, higher learning or employment beyond their schooling.

At the end of the 2018 school year, DECV will have developed a comprehensive teaching and learning program which includes the re-writing of all our 137 subjects, ranging from Foundation to Year 12, in *DECVOnline* - our online learning environment. This allows for flexible, self-paced learning and is enhanced by multimedia and collaborative spaces, as well as access to a wide range of online resources and activities.

Whatever your reason for considering an enrolment with us, I encourage you to read the information in this handbook, as well as the subject information available on our website.

If you or your family would like to learn more about DECV and online learning, or have any other questions, our enrolment staff are here to help and provide confidential advice online, over the phone or in person.

Best wishes for your studies with us,



Bretton New
Principal



2019 Enrolment Information

For students currently enrolled at a mainstream school

What is DECV?

The Distance Education Centre Victoria (DECV) is the state's leading virtual school. We provide flexible learning opportunities to Victorian F-12 students who are unable to complete a full range of subjects at a mainstream school. We foster a safe, engaging and inclusive learning environment by coupling state-of-the-art technology with innovative and adaptive teaching practices. Our teachers are trained and experienced in best-practice online learning techniques, providing students with regular interaction and individualised support. We are focused on challenging students to pursue excellence and achieve their individual learning goals.

The DECV offers one of the largest ranges of subjects of any school in Victoria. We provide students with an opportunity to complete subjects that are either not offered at their school, or not available due to timetabling clashes or other issues. All of our subjects have been developed and are taught in accordance with the VCAA requirements, with ample opportunities for extension and challenge where necessary.

In 2016, DECV launched Australia's first F-12 pedagogical model for online learning. We are a system leader in online, virtual and blended learning, constantly evolving our practice based on the latest research. We are dedicated to do all that we can in order to build the confidence and resilience of every student.

What is it like learning by distance?

Studying a subject at the DECV provides students with the flexibility and support to learn in a way that best meets their individual needs and circumstances. Students can work at their own pace to complete set learning activities without distraction. They also collaborate with peers in our secure online environment.

DECV students have access to a range of structured learning materials available online. Online classes and face-to-face seminars are held regularly in many subjects, providing further opportunities to connect and collaborate with peers. Teachers are available to speak to students in person, over the phone or online.

Students studying at the DECV need to set up their own timetable and commit time each week to study and complete set weekly work submissions. Students can expect to be devoting the same amount of time to study in each DECV subject as they would in each of their mainstream school classes. It is extremely important that if available, students use any study periods while at school to complete their DECV work.

What will I learn?

In Years F-10, the DECV's learning programs are in line with the Victorian Curriculum. In Years 11-12, the DECV follows the curriculum set by the Victorian Curriculum and Assessment Authority (VCAA) in our wide range of VCE subjects.

Learning programs are organised into manageable segments. Students are guided through the subjects they are studying, and are provided with tasks to complete, which are then assessed by teachers and returned with feedback. Customised learning programs are developed where appropriate so all students, regardless of their age or ability, can be engaged and challenged.



Eligibility Requirements

1. Enrolment at a Victorian school

Enrolment at the DECV is subject to Department of Education and Training (DET) guidelines and is only available to students enrolled at a Victorian Government or Non-Government School.

2. Principal's approval

The Principal of the student's home school must approve an application to study at the DECV. Any unpaid/overdue fees will be the final responsibility of the school to cover.

3. Nominated school supervisor

It is a requirement for a member of staff at the student's home school to be nominated as their school supervisor. The school supervisor has a range of important responsibilities, outlined in detail on page 4.

4. Maximum subject enrolments

Year 7-10 school-based students can study a maximum of one subject with the DECV each semester.

Year 11-12 school-based students can study a maximum of two VCE Units with the DECV each semester.

Direct enrolment with the DECV

If students wish to enrol in more than the maximum number of subjects outlined above, they will need to submit an application to enrol directly with the DECV. Direct enrolment with the DECV is only available to students who meet the eligibility guidelines for specific enrolment categories, all of which require documented evidence to be submitted alongside the enrolment application. For more information, see the enrolment section of the DECV website.

2019 Enrolment Dates

The DECV operates on the same term dates as all other Victorian Government Schools. The dates for 2019 are:

Term 1:	30 January to 5 April
Term 2:	23 April to 28 June*
Term 3:	15 July to 20 September
Term 4:	7 October to 20 December

The school year is broken into two semesters. For F-10 students, Semester One covers the first and second terms; and Semester Two covers third and fourth terms.

*For 11-12 students, Semester One commences on 30 January and Semester Two commences on Monday 17 June, two weeks before the end of Term Two.

F-10 Enrolments

For students enrolling in Years F-10, enrolments are open from **15 October 2018** until **26 July 2019**. Students intending to start the school year at the DECV are encouraged to submit their enrolment application as early as possible to enable them to commence at the start of term one.

11-12 Enrolments

For Year 11 and 12 students, enrolment applications are open for the following periods:

Semester 1:

Enrolments open: **Monday 15 October 2018**
Semester starts: **Wednesday 30 January 2019**
Late enrolments will not be accepted after:
Friday 8 February 2019.

Semester 2:

Year 11 subject enrolments only
Enrolments open: **Monday 29 April 2019**
Semester starts: **Monday 17 June 2019**
Late enrolments will not be accepted after:
Friday 21 June 2019.

11-12 Mid-Semester Transfers

Transfers from other schools may be accepted outside these dates in some circumstances. Please email enrol@distance.vic.edu.au to contact the DECV enrolments team for more information.

Nominated School Supervisor Requirements

It is expected that schools will support their students undertaking study at the DECV by assigning a member of staff to act as a school supervisor. School supervisors have five main responsibilities as outlined below:

1. Enabling access

School supervisors **must** ensure students have access to adequate means of communication with their DECV teachers during designated times at school. This will include access to a phone and email, and may include access to other technology such as webcams, microphones and video-conferencing equipment. Supervisors should ensure that students can access the DECV online environment, and that they and their parents/carers know how to access and download student reports, which will be available online only.

2. Distributing resources

School supervisors must ensure students are able to access their online learning materials. Any supplementary printed material posted to the school must be promptly passed on to each student. Any completed assessments must be promptly sent back to the DECV.

3. Administering assessments

School supervisors must administer assessment tasks in a fair and consistent manner, in accordance with the assessment rules set out by the DECV teacher. The supervisor should keep an electronic copy of all completed assessments wherever it is possible to do so. Supervisors must also liaise with their school's Exam Coordinator to confirm the time, location and any special conditions under which exams are to be held; and to ensure students are aware of the details and requirements.

4. Liaising with DECV teachers

School supervisors must liaise with DECV teachers and keep them up to date regarding any situations that might impact upon a student's ability to engage with their studies. If a student has been absent from their home school for an extended period of time, if their contact details (or that of the school) have changed, or if special provision arrangements are required for assessment tasks, the supervisor should inform the DECV. School supervisors should regularly check the DECV Portal to keep up to date on their students' progress.

5. Encouragement and support

School supervisors should encourage and support students to complete and submit their completed work to the DECV regularly, according to their prescribed submission timetable. They should encourage students to make regular personal contact with their distance education teacher, and connect them with available local sources of assistance where possible. They should also help the student to integrate DECV study time into their weekly school timetable.



Technology Requirements

All students enrolling at the DECV require regular and reliable access to a computer/device and the internet. Students will need to login to the school's online portal to communicate and submit work online regularly.

They are expected to participate in multiple areas of the online courses. This includes online lessons, forums and interactives activities. All student reports are only available online.

The subject information pages on the DECV website have more information about the technological and other requirements for individual subject. Please read these pages carefully before making subject selections.

The DECV Portal

The DECV Portal is a special area on our website where parents, carers and school supervisors can view information about a student's progress at DECV. Once you have registered and logged in, you will be able to find details about:

- subjects the student is completing
- information about the work the student has submitted and the feedback they received
- teachers' contact details
- individual student reports

To access the DECV Portal, parents, carers and school supervisors need to provide a valid email address in the "Primary Carer Information" and "Home School Supervisor Information" sections of the enrolment application form.

Will Textbooks Need to be Purchased?

Some of our subjects require either digital or physical textbooks or other resources to be purchased.

Our Resource List for 2019 is available at <http://www.distance.vic.edu.au/resourcelist/>

Our recommended textbook supplier is **Campion Education**.

Campion Education

94 McEwan Road, Heidelberg West VIC 3081

Phone: 1300 433 982

Website: <http://www.campion.com.au/>

Campion delivers throughout Victoria and has provision for interstate and overseas delivery. It is important that textbooks are ordered as soon as possible upon enrolment.

Textbooks can be ordered online at <https://admin.campion.com.au/ebooklists>

(Select school) – The DECV school code is **RWCX**

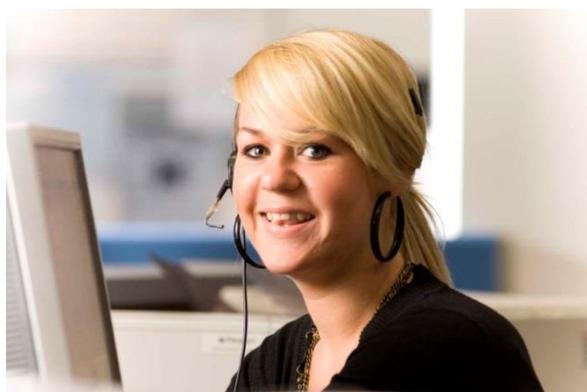
Our recommended electronic device and software supplier is **JB Hi-Fi Education**. Parents and students can browse a selection of devices and software on the JB Hi-Fi Education Portal. Students may choose to use alternative devices to those listed on the portal.

JB Hi-Fi Education Portal

Website: <https://www.jbeducation.com.au/byod>

Password: **decv2019**

All orders through the Education Portal can be picked up at any Australian JB Hi-Fi store.



Exam Information (for Units 3 and 4 Studies Only)

The student's home school is responsible for all VCAA Examination arrangements, including subjects taught by the DECV.

The VCAA General Achievement Test (GAT) will be held on 12 June 2019. All students studying a Unit 3 and 4 subject must sit the GAT.

The VCAA Extended Investigation exam will be held on 31 July 2019. Students studying the Extended Investigation VCE subject will be required to sit this exam. Please note the requirements stated on the pre-enrolment form.

The VCAA Oral and Performance exams are held from 7 October until 3 November 2019. Students studying any VCE subject that has an oral or performance component will be required to sit this exam, which must be completed in Victoria.

The VCAA end of year examinations are held from 30 October until 20 November 2019. These are subject-specific exams for students studying Unit 3 and 4 subjects.

Home schools are responsible for applying directly to the VCAA for any Special Provision requirements. School supervisors should inform the DECV of any approved arrangements that are in place.

VCE assessment information

It is the home school's responsibility to register students for VCE assessment.

Schools are responsible for ensuring that their VASS administrators accurately record those Units studied at the DECV.

The DECV assessing school number is **01114**. Schools that are not registered as VCE providers with the Victorian Curriculum and Assessment Authority (VCAA) will need to negotiate with a VCE provider school willing to accept the students as their "home school students". The DECV will not accept school-based students as DECV "home school students" for VASS purposes.

How to send your application

The application needs to be sent to the DECV Enrolments Team. There are a number of ways this can be done:

1. Online

Online applications can be completed by students, parents/ carers or teachers acting on behalf of students by visiting <http://www.distance.vic.edu.au/students-enrolled-in-other-schools/>. (Year 11 and 12 subject applications only.)

2. Email:

Scan and email the completed application to enrol@distance.vic.edu.au

Please note: email attachments must be less than 10MBs per email.

3. Fax:

Fax the completed application to:
(03) 9416 8487

4. Post:

Post the completed application to:
Enrolments Office
Distance Education Centre Victoria
315 Clarendon Street Thornbury, VIC, 3071

5. In person:

Drop off the completed application in person between 9am-4pm during term times at our Thornbury address:
315 Clarendon Street Thornbury, VIC, 3071



What does the School and the Student Pay?

Information for Government Schools

Funding arrangements for Government Schools

7-10 Students

Students in years up to and including Year 10, who are undertaking a full school workload (six or more subjects), and studying no more than one subject by distance education are considered full-time at their home school.

11-12 Students

Students undertaking Year 11-12 subjects at the DECV should be counted by their home school as part-time students. Schools should use the table below to determine and claim the appropriate Full Time Equivalent (FTE) time fraction for students undertaking combinations of Units studied at the school and the DECV.

VCE Units undertaken at the DECV	1						2				
VCE Units undertaken at home school	6	5	4	3	2	1	5	4	3	2	1
Time fraction FTE for home school	1	0.9	0.9	0.8	0.6	0.3	0.8	0.8	0.7	0.6	0.3

Source: Department of Education and Training: 'Guidelines for Counting Students for School Census'

Upfront costs for Government Schools

Government Schools are required to pay a materials charge of **\$160 per subject** (\$80 per Unit) per student studying at the DECV. This charge is used to cover the cost of learning materials, online curriculum access and other consumables.

Information for Non-Government Schools

Funding arrangements for Non-Government Schools

Any state or federal government funding received by Non-Government Schools is not affected if a student enrolls in subjects at the DECV.

Upfront costs for Non-Government Schools

The total upfront costs for Non-Government Schools from which students enrol in the DECV is **\$810 per subject** (\$405 per Unit). This amount is made up of a service fee of \$650 per subject (\$325 per Unit) and a materials charge of \$160 per subject (\$80 per Unit). The \$650 service fee is approximately equivalent to 0.1 FTE per subject undertaken at the DECV.

International Students

Fee paying international students studying at a Victorian Government School are treated the same as domestic students in Government Schools. Government Schools from which international students undertake study at the DECV are required to pay a materials charge of **\$160 per subject** (\$80 per Unit).

The total upfront costs for Non-Government Schools from which international students enrol in the DECV is **\$1189 per subject** (\$594.50 per Unit). This amount is made up of a service fee of \$1029 per subject (\$514.5 per Unit) and a materials charge of \$160 per subject (\$80 per Unit).

Who should pay?

It is the responsibility of the school to inform parents/carers as to whether they expect them to contribute in full or in part to the costs of enrolment with the DECV. In the case that no payment is attached to an application, an invoice will be sent to the school. It is the ultimate responsibility of the School Principal requesting the enrolment to remit the correct fees to the DECV.

Subjects Offered: Years 7-12

The subjects listed below run for one semester only. You cannot complete the same subject in both Semester One and Semester Two.

YEAR 7 SUBJECTS

SUBJECT	CODE	SEMESTER	
English	101	1	2
English	111		2
Mathematics	133	1	2
Mathematics	143		2
Science	140	1	2
Science	150		2
Health & Physical Education	110	1	2
Health & Physical Education	120		2
History	106	1	
Civics and Citizenship	107		2
Drama	127	1	
Art	131		2
Digital Technology	125	1	
Design Technology (Food)	122		2

YEAR 8 SUBJECTS

SUBJECT	CODE	SEMESTER	
English	201	1	2
English	211		2
Mathematics	233	1	2
Mathematics	243		2
Science	240	1	2
Science	250		2
Health & Physical Education	210	1	2
Health & Physical Education	220		2
Geography	209	1	
Economics and Business	216		2
Art	221	1	
Drama	227		2
Design Technology (Materials)	222	1	
Digital Technology	225		2

YEAR 9 SUBJECTS

SUBJECT	CODE	SEMESTER	
English	301	1	2
English	302		2
Mathematics	343	1	2
Mathematics	344		2
Science	355	1	2
Science	356		2
Health & Physical Education	415	1	2
Health & Physical Education	416		2
Civics and Citizenship	404	1	
Geography	311		2
Media	327	1	2
Dance	428		2
Digital Technology	425		2
Design Technology (Food)	332	1	2

YEAR 10 SUBJECTS

SUBJECT	CODE	SEMESTER	
English	303	1	2
English	304		2
Mathematics	345	1	2
Mathematics	346		2
Science	357	1	2
Science	358		2
Health & Physical Education	417	1	2
Health & Physical Education	418	1	2
Economics and Business	422	1	
History	308		2
Psychology	342		2
Philosophy	409		2
Research	406	1	
Media	327	1	2
Dance	428		2
Digital Technology	425		2
Design Technology (Food)	332	1	2

2019 VCE Subject Selection

Before selecting your subjects, make sure you read through the Subject Information Pages at www.distance.vic.edu.au/subjects.

Subjects (Tick your selection)	UNIT 1		UNIT 2		UNIT 3		UNIT 4	
	CODE	SEM 1	CODE	SEM 2	CODE	SEM 1	CODE	SEM 2
# Accounting	520AC011		720AC022		620AC033		820AC034	
Algorithmics ¹					665AL033		865AL034	
Art	529AR011		729AR022		629AR033		829AR034	
Australian Politics					613PS033		813PS034	
Biology	548BI011		748BI022		648BI033		848BI034	
Business Management	521BM011		721BM022		621BM033		821BM034	
# ^ Chemistry	551CH011		751CH022		651CH033		851CH034	
Classical Studies					609CS033		809CS034	
Computing	560IT011		760IT012					
Computing: Informatics					660IT023		860IT024	
Computing: Software Development					661IT033		861IT034	
^ Dance ²	528DA011		728DA022		628DA033		828DA034	
Economics	522EC011		722EC022		622EC033		822EC034	
English	501EN011		701EN012		601EN013		801EN014	
English as an Additional Language ²					602EN093		802EN094	
Extended Investigation ³					611XI033		811XI034	
Food Studies	564FY011		764FY022		664FY033		864FY034	
Foundation English ⁴	502EN101		702EN102					
Geography	519GE011		719GE022		619GE033		819GE034	
Global Politics					614PS053		814PS054	
Health & Human Development	536HH011		736HH022		636HH033		836HH034	
History: Global Empires	514HI181		714HI182					
History: Australian History					612HI083		812HI084	
History: Revolutions					615HI133		815HI134	
Legal Studies	524LS011		724LS022		624LS033		824LS034	
Literature	504LI011		704LI012		604LI013		804LI014	
Mathematics: Foundation ⁴	540MA101		740MA102					
# Mathematics: General	541MA071		741MA072					
Mathematics: Further ⁵					641MA073		841MA074	
#^Mathematics: Mathematical Methods	544MA111		744MA112		644MA113		844MA114	
# ^ Mathematics: Specialist	547MA091		747MA092		647MA093		847MA094	
Media	530ME011		730ME022		630ME033		830ME034	
Music Style & Composition	525MS011		725MS022		625MS033		825MS034	
Philosophy	508PL011		708PL022		608PL033		808PL034	
Physical Education	537PE011		737PE022		637PE033		837PE034	
Physics	554PH011		754PH022		654PH033		854PH034	
Product Design and Technology	562DT011		762DT022		662DT033		862DT034	
Psychology	557PY011		757PY022		657PY033		857PY034	
Sociology	507SO011		707SO022					
Visual Communication & Design	533VC011		733VC022		633VC033		833VC034	

The DECV recommends you satisfactorily complete Unit 1 before attempting Unit 2 of this subject.

^ The DECV recommends you satisfactorily complete Units 1 & 2 before attempting Units 3 & 4 of this subject

1 Satisfactory completion of Mathematical Methods Units 1 & 2 is recommended before attempting this subject

2 Pre-enrolment Form required. See the Subject Information Page at www.distance.vic.edu.au/subjects for more information

3 Letter of recommendation required. See Subject Information Page at www.distance.vic.edu.au/subjects to download

4 In the year following completion of these subjects, the DECV recommends enrolment in Unit 1 & 2 English or General Mathematics

5 Satisfactory completion of General Mathematics Units 1 & 2 is recommended before attempting this subject

Learning in a Virtual World:

Digital Learning at Distance Education Centre Victoria

DECV uses online services to support a high quality and innovative online learning environment. *Learning in a Virtual World: Digital Learning at Distance Education Centre Victoria* is our plain language policy statement about student participation, privacy compliance and copyright components of digital and online learning at our school. *Learning in a Virtual World: Digital Learning at Distance Education Centre Victoria* can be accessed at www.distance.vic.edu.au/policies

Online Acceptable Use Agreement

This agreement applies to all students undertaking study at the DECV. It is a condition of enrolment that the Student Enrolment Agreement on page 14 is signed, agreeing to this.

When engaging with my school work, either at the Distance Education Centre Victoria or at home, I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and citing references where necessary
- not downloading unauthorised programs, including games while using the school's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer or school staff member
- not revealing my password to anyone including teachers or administrators at the school
- using social networking sites for education purposes and directed by the school
- not deliberately entering or remaining in any site that has obscene language or offensive content.

In addition, when I use my personal mobile devices (including my phone) while engaging with my school work I agree to be a safe, responsible and ethical user at all times by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Privacy Information for Parents and Carers

During the ordinary course of your child's attendance at Distance Education Centre Victoria (DECV), school staff will collect your child's personal and health information, when necessary, to educate your child and/or to support your child's social and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

For example, health information may be collected through the school's social worker, psychologist or Student Wellbeing Coordinators. If your child is referred to a specific health service at school, such as a Student Wellbeing Coordinators, or school-engaged psychologist, the required consent will be obtained.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know, enabling the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see DET's information privacy policy at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

The term, "staff" refers to principals, teachers, Learning Advisors, Student Wellbeing Coordinators, social workers and any other allied health practitioners, as well as all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

Who to contact?

If there are questions or concerns about the enrolment process, please contact the DECV Enrolments Office. For subject selection advice, contact the relevant Year Level Coordinator.

Phone: (03) 8480 0000

Free call: 1800 133 511

Fax Number (03) 9416 8487

Email: enrol@distance.vic.edu.au

