

# 2019 Foundation – Year 12 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, throughout 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 Year F-12 students enrolling directly with the DECV

### What is DECV?

As the state's leading virtual school, the Distance Education Centre Victoria (DECV) provides flexible learning opportunities to a diverse and unique cohort of Victorian Foundation - Year 12 (F-12) students. 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.

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 adopt a whole-school approach to student wellbeing and have a resolute commitment to health promotion and child safety. 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?

Learning by distance is very different to mainstream schooling. DECV students have the flexibility to learn in a way that is not always possible in a "bricks and mortar" classroom. 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.

The time needed to set aside each week depends on how many subjects are being studied. If enrolled in a full-time learning program, students can expect to be devoting the same amount of time to study as students in mainstream schools. DECV students set up their own weekly timetable and complete set weekly 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 provided with tasks to complete, which are then assessed by teachers and returned with feedback.

Individual learning programs are developed where appropriate so all students, regardless of their age or ability, can be engaged and challenged.

### Will I require internet access?

**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 interactive 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 subjects. Please read these pages carefully before making subject selections.

### What role do parents/carers play?

Teachers at the DECV understand the essential role parents and carers play in supporting and encouraging their children to learn. DECV teachers provide up-to-date learning and engagement information to parents and carers to support them to take an active role in their child's education.

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

- subjects the student is completing
- recent work the student has submitted and the feedback received
- teachers' contact details
- individual student reports.

To access the DECV Portal, parents/carers need to enter a valid email address in the Primary Family Information section of the enrolment application.

Contact with the DECV Family School Action Team can be made by emailing us at [parentvoice@distance.vic.edu.au](mailto:parentvoice@distance.vic.edu.au)

## Will textbooks need to be purchased?

Some of our subjects require either digital or physical textbooks and 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://mi.c/mpiio.com.u/ebooklists>

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.

## Can I study a language other than English?

Languages other than English are offered by the Victorian School of Languages (VSL). The VSL operates separately to the DECV, but many of our students choose to study languages with them. The VSL is also located at 315 Clarendon St, Thornbury.

The languages application form is part of the DECV enrolment application. The form needs to be completed and submitted to the DECV along with the rest of your application. Once your enrolment with the DECV has been approved, we will send your language application to the VSL.

The languages available include Arabic, Chinese, Classical Greek, French, German, Greek, Hindi, Indonesian, Italian, Japanese, Latin and Spanish. For face-to-face language classes provided at 40 VSL campuses around Victoria after hours, visit the VSL website [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)

## Will I need to sit exams?

Students completing VCE Unit 3 and 4 studies are expected to sit the VCAA examinations.

The VCAA General Achievement Test (GAT) will be held on 12 June 2019. All students studying a scored Unit 3 and 4 subject are expected to 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 will be held from 7 October until 3 November 2019. Students studying any VCE subject that has a performance component will be required to sit this exam, which must be completed in Victoria.

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

Some students may require Special Exam Arrangements and/or interstate/overseas examinations. VCAA have strict requirements for these arrangements and students/families will need to fill out application forms and supply supporting documentation. Further information will be sent to all students in Term One and re-sent in Term Three.

Any questions can be emailed to [exams@distance.vic.edu.au](mailto:exams@distance.vic.edu.au)



## When can I start?

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

<b>Term 1:</b>	30 January to 5 April
<b>Term 2:</b>	23 April to 28 June*
<b>Term 3:</b>	15 July to 20 September
<b>Term 4:</b>	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, 2019 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**

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

### 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: (03) 9416 8487

Email: [enrol@distance.vic.edu.au](mailto:enrol@distance.vic.edu.au)

# Eligibility criteria for direct enrolment with the DECV

## Who can enrol at the DECV?

The DECV exists to meet the educational needs of Victorian students whose circumstances prevent them from accessing mainstream schooling. In order to directly enrol with us, students must meet the criteria of one of the five enrolment categories outlined below. Enrolment under each category requires documented evidence to be submitted with the application. The evidence required for each category varies and is outlined below. Enrolment applications without all of the required documentation cannot be reviewed or approved. **Enrolment at the DECV is granted only for the duration of the school year.** Students enrolled in 2018 who want to continue their enrolment with the DECV in 2019 are required to re-enrol for the 2019 school year by completing a new application form and supplying updated supporting documentation to the DECV.

### Students in mainstream schools

Students wishing to maintain their current enrolment in a mainstream school and complete one, or (for 11-12 students) two subjects not available at their school, can apply by downloading the Students in Schools Application Form at <http://www.distance.vic.edu.au/students-enrolled-in-other-schools/>. Alternatively, Year 11 and 12 subject applications can apply by completing an online enrolment.

## Pre-enrolment interview

In certain circumstances, in order to optimise student engagement and learning outcomes, the DECV may deem that a face-to-face interview is required prior to approving an enrolment application. If this is the case, the student or their parent/carer will be contacted after they have submitted their application to schedule a time. This may result in a delay in the approval of the enrolment at DECV.

## CATEGORY 1: MEDICAL

### 1a. Medical (Physical)

Students enrolling in this category must have a specialist diagnosis of a physical disability that restricts their ability to attend a mainstream school for a period of six months or more.

#### Evidence required:

- **A School Referral Form**

The student's most recent school must complete this form, outlining the student's prior schooling experience, the supports that have been put in place for the student, and a recommendation regarding the suitability of an enrolment with the DECV. If the student is not at school, an Agency Referral Form is required confirming their situation.

- **A Practitioner Referral Form**

A medical practitioner in the relevant field must complete this form, outlining how the student's diagnosis and/or treatment prevents their attendance at a mainstream school, how this may impact upon their ability to engage with study, and what continuing treatment or support will be provided. In situations where an agency is also involved with a student, applicants are asked to provide an Agency Referral Form.

## Requirements for all students

### 1. Victorian residency

Enrolment at the DECV is subject to Department of Education and Training (DE&T) guidelines and is only available to Victorian residents. A resident is a person with a permanent residential address in Victoria. The onus is on the enrolling student's family to provide proof of their residency. Victorian residents temporarily travelling overseas or interstate are eligible to apply.

### 2. Minimum enrolment period

Enrolment is available to all eligible Victorian residents who are unable to access regular schooling for a minimum of two consecutive school terms or six consecutive months within a single school year.

### 3. Proof of age

All students must submit their proof of age with their enrolment application. This can include a copy of a birth certificate, passport, or driver's licence. In some circumstances, certified copies may be requested.

## 1b. Medical (Social/Emotional)

Students enrolling in this category must have a diagnosed mental health or social emotional difficulty, meaning it is not possible for them to attend mainstream school for an extended period of time.

The DECV recognises that an important prerequisite for successful engagement with education is the establishment of effective ongoing treatment and support for mental health and social emotional difficulties. Students **must demonstrate** they are receiving **ongoing professional treatment** and/or support for their condition/s.

### Evidence required:

- **A School Referral Form**

The student's most recent school must complete this form, outlining the student's prior schooling experience, the supports that have been put in place for the student, and a recommendation regarding the suitability of an enrolment with the DECV.

If the student is not at school, an Agency Referral Form is required confirming their situation.

- **A Practitioner Referral Form**

A **specialist practitioner** (psychologist, psychiatrist, paediatrician or social worker) must complete this form, outlining all relevant primary conditions that prevent the student's attendance at a mainstream school, any other issues that may impact on the student's ability to engage with study, and summary details of the ongoing treatment and/or support plan prepared for the student.

And/or

- **An Agency Referral Form**

Where there has been agency involvement in the care and support of a student (e.g. DHHS, Anglicare, Salvation Army) an Agency Referral Form must be completed by the relevant support worker. This should outline all relevant primary reasons why the student is unable to attend a mainstream school, any issues that may impact on the student's ability to engage with study, and summary details of the ongoing treatment and/or support plan prepared for the student.

## CATEGORY 2: TRAVEL

Students enrolling in this category must be Victorian residents who are unable to attend a mainstream school because they are travelling within Victoria, Australia or overseas. Travel may be required due to a parent's work commitments or an extended family holiday. Following the period of travel, the student must recommence enrolment at a mainstream school in Victoria.

### Evidence required:

- **A letter from the student's most recent school**

A letter from the student's most recent school is required confirming: **(a)** the student was/is enrolled at the school; **(b)** the student has left or is leaving for the purpose of travel; and **(c)** the expected date that the student will return from travel and recommence enrolment at a mainstream school.

- **A letter from a parent's/carer's employer**

This needs to outline the period of employment where the parent/carer is expected to be out of Victoria and/or travelling.

Or

- **A certified Statutory Declaration**

This needs to be signed in front of an authorised witness, and must detail: **(a)** the proposed itinerary of travel/work; **(b)** the nature of the travel (e.g. work or family holiday); and **(c)** the expected date of return. A Statutory Declaration is also required when travel is due to parent's work and they are self-employed.

Generally, it is expected that students who have been, or expect to be, based in a location interstate or overseas for a period of more than two years should enrol in a mainstream school in the location where they are based.

Students who have been enrolled at the DECV under the Travel category for two or more years are required to seek approval from the DECV to continue their enrolment by resubmitting the supporting documentation. Approval is at the discretion of the DECV Principal.

### CATEGORY 3: SPORTS/PERFORMANCE

Students enrolling in this category must have elite sporting or performing arts commitments which prevent them from attending mainstream school. These commitments may include performance or training commitments during regular school times, or extended interstate/international travel for training, competition or performance.

#### Evidence required:

- **A letter from the student's most recent school**

A letter from the student's most recent school is required confirming: **(a)** the student was/is enrolled at the school; **(b)** the student has left or is leaving for the purpose of sports/performing arts commitments; and **(c)** that in their view, Distance Education is an appropriate alternative educational experience.

- **A letter from the sporting/performing arts association/agent**

A letter from the student's sporting/performing arts association/agent is required confirming: **(a)** the student is involved or competing in elite level sport or performing arts; **(b)** the student's performance/training schedule prevents them from attending mainstream school; **(c)** that in their view, Distance Education is an appropriate alternative educational experience and **(d)** contact details of a sporting/performance supervisor that is authorised to liaise with the DECV regarding student progress including name, organisation, phone, email and address.

### CATEGORY 4: DISTANCE

Students enrolling in this category must be Victorian residents who live in a remote area where it is not feasible to travel to a local mainstream Government School. The requirements for enrolment in this category vary depending on the age of the student. The following minimum distance requirements must be met:

**Students over nine years of age** who live more than 4.8 kilometres from the nearest Government School and the nearest bus route.

**Students under nine years of age** who live more than 3 kilometres from the nearest Government School and the nearest bus route.

#### Evidence required:

- **A letter from the closest Government School**

This letter should confirm the student's current residential address, and that this address meets the minimum distance requirements outlined above.

### CATEGORY 5: YOUNG ADULTS

Students aged at least 17 years of age at the beginning of the semester they wish to commence in and less than 21 years on 1 January 2019, may enrol to study a VCE course of study with the DECV in 2019.

#### Evidence required:

- **A Young Adult Referral Form**

This form needs to be completed by either: **a)** the student's previous school; **b)** a treating specialist medical practitioner; or **c)** an agency working with the student or their family. This form should outline the student's prior schooling experience, the supports that have and will be put in place for the student and a recommendation regarding the suitability of an enrolment with the DECV.

Students enrolling in this category are also required to provide proof of age such as a birth certificate, passport or driver's licence, and must complete the Student Enrolment information page in their application, outlining why they feel the DECV and online learning is the most appropriate educational option for them rather than studying at a mainstream school, TAFE or other educational provider.

## Primary Enrolments

It is important that all F-6 students visit the DECV with their parents for an interview to meet their teachers and have their learning needs assessed so we can select an appropriate individual learning program for the student.

Before the interview please complete and return your child's enrolment forms (including any required referrals, reports and supporting documentation) to the DECV Enrolment Office. Once processed, you will be contacted in order to arrange a mutually convenient time to meet the F-6 Coordinator and (if possible) your child's future class teacher.

For the interview please bring:

- your child(ren)
- your child's most recent school report.

At the conclusion of the interview, each child enrolled will be given learning materials that are set at an appropriate level.

If it is not possible to physically visit the DECV, it is important that you speak to the F-6 Coordinator and send a copy of your child's last school report with your enrolment application. This will ensure that an appropriate learning program can be selected to suit your child's individual needs.

Children commencing primary school in Foundation (Prep) must be five years of age or older by 30 April of the year they start school. Victorian children between the ages of six and 17 must be enrolled in a school.

## Are there any social opportunities at DECV?

DECV's Student Voice team is an excellent way to get involved with DECV, connect with other students and improve your confidence and teamwork skills. Student Voice runs a number of projects throughout the year such as the Jumper Design Competition and the Social Entrepreneurs' Club, amongst other things! This is a space for you to have a voice in your school.

DECV also offers a variety of social opportunities for students. Our Games Club is very popular with students and is celebrated on Games Day. We offer an annual camp for students in Years 7-12, subject seminars as well as Connect with Distance days each term so that students can meet their peers and build friendships. To find out more, go to the Student Voice page on DECV online.

If you would like to join the team, please send an email letting us know your name and year level to [studentvoice@distance.vic.edu.au](mailto:studentvoice@distance.vic.edu.au)



## 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](http://www.distance.vic.edu.au/policies)

### DECV 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 19 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 workers, psychologist or Student Wellbeing Coordinators. If your child is referred to a specific health service at school, such as a Student Wellbeing Coordinator, 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 the 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 laws. For more information about privacy, including 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.



## Step by step guide to completing an application

### How do I enrol?

In order to enrol at the DECV, the following four tasks must be completed:

#### 1. Identify an enrolment category

Students must identify which category they intend to enrol under, as outlined on the previous pages.

#### 2. Gather supporting documentation

Different supporting evidence is required, depending on the enrolment category. Referral forms can be found at the end of this Enrolment Handbook.

Schools, specialist medical practitioners and outside agencies can return completed referral forms to the student so they can submit all enrolment documentation at once. Alternatively, they can send them directly to the DECV.

**All enrolment applications require the necessary supporting documentation:**

- Completed Referral Forms/Evidence** (see the Eligibility Criteria section for information about which referrals/evidence are required)
- A copy of the student's Immunisation History Statement from the Australian Immunisation Register** (if enrolling in a Primary Level F-6)
- A copy of a Concession or Health Care Card** (if claiming a concession).

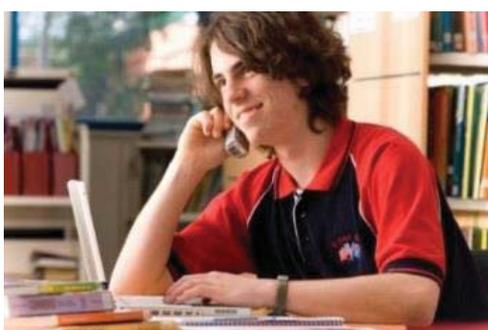
**New enrolment applications also require:**

- A copy of the student's most recent school report** (\*important\* enrolment may be delayed if a report is not provided)
- Proof of student's age** (e.g. birth certificate or passport)
- A copy of the student's most recent NAPLAN student report** (if available)
- A copy of the student's VCE details transcript** (if applicable; for students who have already completed a VCE/VET subject at another school).

#### 3. Complete the Enrolment Application Form

*All* students enrolling need to complete the 2019 Enrolment Application Form, including the Subject Selection and Personal Details sheets relevant to the year level they are applying for.

- Completed 2019 Enrolment forms**
- Completed Subject Selection forms** (Years 7-12 only).



#### 4. Send your completed application to the DECV.

Once completed, the application needs to be sent to the DECV enrolments team. There are a number of ways this can be done:

<p><b>1. Email:</b></p> <p>Scan and email the completed application to <b>enrol@distance.vic.edu.au</b></p> <p><i>Please note: email attachments must be less than 10MBs per email.</i></p>	<p><b>2. Fax:</b></p> <p>Fax the completed application to: (03) 9416 8487</p>	<p><b>3. Post:</b></p> <p>Post the completed application to: Enrolments Office Distance Education Centre Victoria 315 Clarendon Street Thornbury, VIC, 3071</p>	<p><b>4. In person:</b></p> <p>Drop off the completed application in person between 9am-4pm during term times at our Thornbury address: 315 Clarendon Street Thornbury, VIC, 3071</p>
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#### What will happen once you submit your application?

##### Step 1 - Determining eligibility

Once your enrolment application has been submitted, it will be reviewed by our Enrolment Officers in order to ensure you meet our eligibility criteria. If it is determined that further evidence is required in order for the enrolment to be processed, you or your parents/carers will be informed of this. Complex enrolment cases will be referred to our Enrolment Advisors who will contact you or your parents/carers directly.

##### Step 2 - Confirming an appropriate learning program

Once we have determined that you meet our enrolment eligibility criteria, we will then consider your individual circumstances and determine the most appropriate learning program for you. It may be necessary for us to call you or your parent/carer in order to explain/negotiate a program.

##### Step 3 - Providing online access

Once your learning program has been determined, your details will be entered onto our system and a Student ID number will be generated for you. Once your details are entered, it takes another 48 hours for an email to be sent out confirming your enrolment.

# Enrolment Application 2019



**For Years F-12 students enrolling directly with the DECV**

This is an official GST free Tax Invoice. ABN 48597078548

## Enrolment Category (You must choose one ✓)

### Medical

- Physical
- Social/Emotional

### Travel

- Australia
- Overseas

### Sports/Performance

- Sport
- Dance/Arts

### Other

- Young Adult
- Distance
- Ex-Home Schooler

## Student Details

Year Level Enrolling in at the DECV in 2019

Your VSN (If known)

Have you enrolled with DECV before?

- Yes
- No

In which most recent year?

Previous DECV Number (If known)

Family Name

First Name

Second Name

Date of Birth (dd-mm-yyyy)

Gender

- Female
- Male

Student Contact Email. **Student MUST supply a unique email address.** This needs to be different from their Parent/Carers/Siblings in order to have access to their online learning.

Student Mobile Number

Student Home Number

## Postal Address Details: All students must supply an Australian postal address.

No. & Street/Box Details

Suburb/Town

State/Territory

Postcode

## Home Address in Australia (Write "As Above" if same as Postal Address)

No. & Street Address

Suburb/Town

State/Territory

Postcode

Enrol Officer:		Enrolment Date:		Student Coordinator:		Computer Generated Student ID:	
Enrolment Advisor:		<input type="checkbox"/> Proof of age <input type="checkbox"/> Immunisation cert	<input type="checkbox"/> School Report	Materials Charge:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order	<input type="checkbox"/> Cheque <input type="checkbox"/> Unpaid	\$







## Medical Information

- Is the student deaf or hearing impaired?  No  Yes
- Is the student blind or vision impaired?  No  Yes
- Has the student been diagnosed with ASD/Asperger's?  No  Yes
- Does the student have an intellectual disability?  No  Yes
- Does the student have a physical disability?  No  Yes
- Does the student have a severe behavioural disorder?  No  Yes
- Does the student have a severe language disorder?  No  Yes
- Does the student have a diagnosed mental health condition?  No  Yes (please specify): \_\_\_\_\_
- Does the student have a history of allergies?  No  Yes (please specify): \_\_\_\_\_
- Has the student been diagnosed as at risk of anaphylaxis?  No  Yes

If yes, please include a copy of the student's Individual Anaphylaxis Management Plan (IAMP) and a colour copy of their ASCIA Action Plan for Anaphylaxis. A blank template can be found at [www.distance.vic.edu.au/iamp/](http://www.distance.vic.edu.au/iamp/). Students attending a DECV approved activity who require an EpiPen® must provide their own Adrenaline Autoinjector and report to the supervising teacher upon arrival.

- Has the student been diagnosed with any other condition?  No  Yes
- If Yes, what is the name of the condition/s? \_\_\_\_\_
- Are there any other medical issues the DECV should be aware of? \_\_\_\_\_

**Provide details of any assessments undertaken by the following specialists** (Provide copies or use an additional page if necessary.)

Specialist	Name of Specialist	Year
Paediatrician		
Optometrist/Ophthalmologist		
Audiologist		
Psychologist		
Psychiatrist		
Speech Therapist		
Occupational Therapist		
Other		

**Has your child ever received support from any of the following programs or services?**

- Program for Students with Disabilities (PSD)  Public Hospital Education Setting
- Home Based Education Support Program (HBESB)  Visiting Teacher Service
- DHHS  Child First
- Child and Adolescent Mental Health Service (CAMHS)  DET Social worker
- DET Psychologist  DET Speech Pathology
- Navigator  Lookout Centre
- Other (Please specify): \_\_\_\_\_

**Please list people who can be contacted to support your child's enrolment at the DECV (e.g. teacher, counsellor, psychologist etc.)**

Name	Position	Phone

## Parent/Carer Rights and Responsibilities

### Parent/Carer Rights

All parents/carers have the right to:

- meaningful feedback from and communication with teaching staff
- be notified of any pertinent information relating to the student
- access any information regarding the student within the confines of any legal requirement.

### Parent/Carer Responsibilities

All parents/carers are responsible for:

- liaising with members of the school community in a safe, positive and respectful manner
- providing the school with all relevant information pertaining to the student
- working with the school in a variety of forums and responding to communications in a timely manner
- supporting students to engage and participate in their learning program and the wider school community
- ensuring their child submits work in accordance with the prescribed or negotiated submission timetable.

## Consent to Access Student Records and Information

The DECV aims to work together with students and their families to provide the best possible teaching and support. We use the information we collect on each student in order to establish supports that are required and to provide students with appropriate services.

**I give consent for the DECV to access and share any existing relevant personal or health information** with specialist practitioners or agencies that have been listed in this enrolment application. YES  NO

### Consent to use student work:

At times, DECV staff may wish to publish student work **outside** the DECV online learning environment for informational and/or promotional purposes. (It is DECV policy to only publish the first name of students.) You will be informed if, when and where your work will be published.

**I give permission to share my work on the DECV external website, on-site displays, printed materials, and in our e-newsletter.** YES  NO

Signature \_\_\_\_\_  
*Student*

Date:   /   /

\_\_\_\_\_  
*Parent/Carer (If student under 16)*

Date:   /   /

## Parent/Carer Agreement

- I accept and agree to the parent/carers rights and responsibilities outlined on this page.
- I will support my child to complete and submit their work regularly in accordance with the submission schedules for each subject and will help them to contact the DECV if situations arise which may prevent this.
- I accept the DECV will initiate the Student Management Action Plan (SMAP) for students who do not submit work in accordance with their submission schedule. This may result in my child's enrolment being reviewed and/or cancelled.
- To the best of my knowledge, there are no Family Court orders that would prevent this enrolment from being processed.
- I declare that the information provided on this application is, to the best of my knowledge, true and accurate.
- I understand that my child will require reliable internet access in order to access their learning.

Please tick one of the following options:

- I am applying for a **full enrolment** with the DECV
- I am applying for a **shared enrolment** with the DECV and an appropriate mainstream school. *(Please have the school complete the shared enrolment details on page 39.)*

Signature \_\_\_\_\_  
*Parent/Carer/Legal Guardian*

Date:   /   /





## 2019 Year 10 Subjects

Subject selection prior to enrolment is **not** compulsory.

Once your enrolment has been processed, you will be contacted by your **Learning Advisor**. Your Learning Advisor will work with you for the rest of the year. He/she will begin with an intake interview and help you to complete Launch Pad (orientation/assessment). Following that, your Learning Advisor will work with you to choose your subjects and a subject load that suits you.

If you have particular needs, please complete the “Requested modifications to a standard learning program” box and your Learning Advisor will be in touch after your enrolment to discuss this with you.

### Year 10 Subject Information

- A standard full-time learning program consists of six subjects in each semester. They will also complete the Launch Pad orientation program.
- Subject descriptions for all subjects are available online at [www.distance.vic.edu.au/subjects](http://www.distance.vic.edu.au/subjects)
- Students are required to choose one elective subject per semester.

I am intending to enrol for:    Semester One only    Semester Two only    Both Semester One and Semester Two

Subject		All Year	Office use only
<b>English</b> 303/304		✓	
<b>Mathematics</b> 345/346		✓	
<b>Science</b> 357/358		✓	
<b>Health &amp; Physical Education</b> 417/418		✓	
<b>Humanities</b>	<b>Economics and Business</b> 422 (Semester 1)	✓	
	<b>History</b> 308 (Semester 2)		

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

	Subject	Semester 1	Semester 2
	<b>Electives</b> <i>Choose one per semester</i>	<b>Psychology</b> 342	
<b>Philosophy</b> 409			
<b>Research</b> 406			
<b>Media</b> 327			
<b>Dance</b> 428			
<b>Digital Technology</b> 425			
<b>Design Technology (Food)</b> 332			

**Subjects studied elsewhere:** Please note any additional subjects that you intend to undertake outside of the DECV; including subjects at other schools, VET subjects, or subjects studied at the Victorian School of Languages:

**Requested modifications to standard learning program:** Please outline any requested modifications to the standard learning program outlined above. Your Learning Advisor will be in contact to discuss this prior to your enrolment.

# 2019 Year 10 Student Personal Details

This form is to be completed by students enrolling in Year 10 who do not have a program enrolment on the Victorian Curriculum and Assessment Authority's Victorian Assessment Software System. Students using this form should not previously have had an enrolment in VCE, VCAL or the International Baccalaureate. Indicated names must be legal names as per birth certificate.

## VCAA Collection Notice for Students

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006*. The VCAA is responsible for curriculum and assessment in year levels Foundation to 12 for all Victorian school students. All personal information is handled in accordance with the *Information Privacy Act 2000*.

### Collection of student data

In order to perform its functions, the VCAA collects the personal details of all secondary level students including performance data related to the VCE assessment program. The personal details of students other than those with VCE, VCAL or International Baccalaureate (IB) programs are collected to supply support for those students or for reporting purposes. All information is collected directly from students by the school. Where additional information is required, such as in the case of applications for Special Provision, this is collected from individual students.

### Use of student data

The student data collected by the VCAA, including personal details, unit results, Graded Assessments, VET certificate results, data on Special Provision, study scores and GAT scores, are used by the VCAA to provide individual student final VCE, VCAL and GAT results. The assessment data provided to each student is also provided to his/her home school or to the school where the study was undertaken. This data may also be provided to the relevant umbrella organisations such as the Catholic Education Office in the case of students enrolled at Catholic schools.

The provision of student VCE, VCAL and GAT assessment data to schools is to enable them to analyse the effectiveness of their assessment and teaching programs. It also enables the VCAA to assure the quality of the VCE and VCAL assessment programs.

The VCAA provides information on students of Aboriginal and Torres Strait Islander origin to the Commonwealth and state governments to assist in the planning of support for these students. No individual students are identified in such reports.

The VCAA and VTAC reserve the right to use de-identified student data (i.e. data with no personal details) for research purposes related to their statutory powers and functions.

Personal details of all VCE, VCAL, IB and Year 10 students are provided to VTAC for inclusion in CourseLink, which enables individual students to access career and course options which take into account their place of residence, interests, existing studies and future plans.

The VCAA provides students personal information, VCE, VCAL and GAT results, and, if applicable, data for Special Provision to VTAC for the calculation of the ATAR and, if necessary, for applications for tertiary course selection.

The VCAA may provide student data to the Victorian registration and Qualifications Authority (VRQA) in the relation to the VRQA's statutory functions including the registration of schools and training organisations.

The VCAA is required by the *Electoral Act 2002 (Vic)* to provide to the Victorian Electoral Commission the name, date of birth and postal address of Victorian students who have turned 18 on or before 30 June in the year of school enrolment, to facilitate the students' electoral enrolment.

The VCAA is required to provide results data to the Australian Curriculum, Assessment and Reporting Authority (ACARA) so it can prepare reports related to the outcomes of the National Assessment Program Literacy and Numeracy (NAPLAN) tests.

### Notification, access and security

Student information collected by the VCAA is stored on its database and access is limited to authorised staff at the VCAA and at the school, except where disclosure is referred to above, or as required or authorised by law. All records are held securely.

Schools are required to provide students with a Student Full Details Report. This contains the information collected from students. It is important that students check the information recorded to ensure its accuracy.

Correspondence concerning access to student records held at the VCAA including individual assessment and contact details should be addressed to The Manager, Student Records and Results, VCAA, Level 7, 2 Lonsdale Street, Melbourne 3000.

## SECTION A: Declaration

It is the responsibility of the student to supply complete and correct information on their enrolment application forms. The VCAA does not accept responsibility for verifying the completeness or accuracy of information provided by the student.

I declare that to the best of my knowledge the information supplied on this enrolment application form is correct and complete.

I have read and agree to the VCAA COLLECTION NOTICE FOR STUDENTS (as appears above).

Student's Signature \_\_\_\_\_

Date (dd/mm/yyyy)

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Student Name \_\_\_\_\_

VCAA Student Number (If known)

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## SECTION B: Disclosure to the On Track project

On Track is a Victorian Government initiative which surveys students who have left school in the last six months. Disclosure to the On Track project of the Department of Education and Training: Please sign below if you authorise disclosure of the following information by the VCAA.

I authorise the release of my name, address, and contact information to the Department of Education and Training for the purposes of the On Track project.

Student's Signature \_\_\_\_\_

Date (dd/mm/yyyy)

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## VSL Distance Education Courses Available for Students in Years F - 12

Note: Students who are unsure of the level at which they should enrol should ask for a placement test.

Note: FL = First Language      SL = Second Language      SLA = Second Language Advanced

<b>Arabic:</b>	VCE Units 1 - 4
<b>Chinese (SL):</b>	Year 7 - 10, Certificate in Applied Language, VCE Units 1 - 4
<b>Chinese (FL):</b>	VCE Units 1 - 4
<b>Chinese (SLA):</b>	VCE Units 3 - 4
<b>Classical Greek:</b>	Accelerated 1 & 2, VCE Units 1 - 4
<b>French:</b>	Year 6 - 10, Accelerated 1 & 2, Certificate in Applied Language, VCE Units 1 - 4
<b>German:</b>	Year 6 - 10, Accelerated 1 & 2, VCE Units 1 - 4
<b>Greek:</b>	Year 6 - 10, VCE Units 1 - 4
<b>Hindi:</b>	VCE Units 1 - 4
<b>Indonesian (SL):</b>	Year 6 - 10, Accelerated 1, VCE Units 1 - 4
<b>Indonesian (FL):</b>	VCE Units 1 - 4
<b>Italian:</b>	Year 7 - 10, Accelerated 1, VCE Units 1 - 4
<b>Japanese (SL):</b>	Year 7 - 10, VCE Units 1 - 4
<b>Japanese (FL):</b>	VCE Units 3 - 4
<b>Latin:</b>	Year 7 - 10, Accelerated 1 & 2, VCE Units 1 - 4
<b>Spanish:</b>	Year 6 - 10, Accelerated 1 & 2, VCE Units 1 - 4

\*Certificate in Applied Language is particularly suitable for VCAL students.

### Comments

- Year 7 language courses assume little or no previous secondary language study.
- Year 8 language courses are suitable for students who have completed approximately one year of secondary language study.
- Year 9 language courses are suitable for students who have completed approximately two years of secondary language study.
- Year 10 language courses are suitable for students who have completed approximately three years of secondary language study.
- Accelerated Language Courses Level 1 involve a faster moving program for older beginners with little or no previous knowledge of the language. They lead to the Year 9 courses or to Accelerated Language Courses Level 2 and in some VCE languages.
- Accelerated Language Courses Level 2 follow on from Accelerated Language Courses Level 1 to complete a two year pre-VCE program.
- Certificate in Applied Language Courses assume little or no previous language study.
- VCE Unit 1 is suitable for students who have completed approximately four years of secondary language study. VCE Unit 2 follows on from VCE Unit 1.
- VCE Unit 3 follows on from VCE Unit 2. For credit at VCE level it must be combined with VCE Unit 4.
- VCE Unit 4 follows on from VCE Unit 3. For credit at VCE level it must be combined with VCE Unit 3.

### Please note:

The VSL also offers face-to-face classes in 40 languages in Years F-12 held out of school hours in 29 metropolitan and several country centres. For more information visit the VSL website: [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au).