



**CAMDEN
HAVEN**
HIGH SCHOOL

Integrating Face-to-Face & Distance Learning

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ENROLMENT FORM

FULL TIME DISTANCE EDUCATION

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DOCUMENTATION CHECKLIST

ITEM	SENT	N/A	OFFICE USE ONLY
Recent school report		<input type="checkbox"/>	
Recent NAPLAN results		<input type="checkbox"/>	
Copy of Birth Certificate or Passport (If unavailable include Statutory Declaration)		<input type="checkbox"/>	
Proof of residential address (such as rates notice or bill)		<input type="checkbox"/>	
Court Order or AVO		<input type="checkbox"/>	
If the student is not an Australian Citizen:			
Passport or travel documents		<input type="checkbox"/>	
Current and previous visas		<input type="checkbox"/>	
Stage 6 Students only:			
Details of previous schooling		<input type="checkbox"/>	

DIGITAL FORM

This form can be completed digitally or printed. To fill and sign digitally, the form must be opened in Adobe Reader, Acrobat or other desktop PDF viewer. Do not open this form in a web browser (e.g. Chrome or Edge). Ensure the form is saved in a folder before filling out. Do not fill in form on web browser because form entries will not save.

1 PART ONE: DETAILS

1.1 STUDENT DETAILS

FULL NAME

DATE OF BIRTH

BIRTH SEX

DD/MM/YY

☐ Male ☐ Female

SCHOOL YEAR

☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12

POSTAL ADDRESS

SUBURB/TOWN

POSTCODE

STUDENT MOBILE

PHONE

STUDENT EMAIL

@education.nsw.gov.au ☐ I don't know

IS THE STUDENT IN OUT-OF-HOME CARE?

☐ Yes ☐ No

IS THERE A COURT ORDER OR AVO INVOLVING THE STUDENT, FAMILY OR SUPERVISOR?

☐ Yes ☐ No

THE SCHOOL MUST BE PROVIDED WITH COURT ORDERS, AVOS AND RELEVANT DETAILS PERTAINING TO STUDENT, FAMILY AND SUPERVISOR.

1.2 SUPERVISOR DETAILS

TITLE

FULL NAME

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

RELATIONSHIP TO STUDENT

☐ Father ☐ Mother ☐ Other:

ADDRESS

SUBURB/TOWN

POSTCODE

PREFERRED PHONE

OTHER PHONE:

EMAIL

1.3 REASON FOR ENROLMENT

1.3.1 Non-Case Managed Enrolment Categories

Please read NSW Department of Education Enrolment Procedures before applying for distance education.

- ☒ CHECKLIST INDICATES REQUIRED DOCUMENTATION TO BE RETURNED WITH ENROLMENT FORMS. PLEASE TICK BOXES TO INDICATE THAT DOCUMENTATION IS COMPLETED AND INCLUDED.

☐ 2.2 Geographically isolated students (including Lord Howe Island)

- ☐ Statutory declaration or evidence of distance from home to nearest government school and bus route
- ☐ Supporting evidence of road conditions or other relevant information that contribute to geographic isolation

☐ 2.3 Students travelling within Australia

- ☐ Statutory declaration stating the family's intention to travel, the anticipated duration of this travel, the student's NSW home address before the travel and their expected home address after the travel
- ☐ Comprehensive itinerary
- ☐ Addresses for a minimum of six (6) weeks in advance. Camden Haven High School must be notified at least 1 week in advance of every change of address. Reliable addresses are required for the posting of lesson material
- ☐ Student mobile phone number

☐ 2.4 Students temporarily resident or travelling overseas

- ☐ Statutory Declaration from parent/carer stating intention to travel overseas or temporarily reside overseas and anticipated duration. Enrolment is between three (3) and twelve (12) consecutive months.
- ☐ Comprehensive itinerary
- ☐ Addresses for a minimum of six (6) weeks in advance
- ☐ Letter of support from the School Education Director for the currently enrolled school

☐ 2.5 Students with medical condition other than mental health

- ☐ Specialist medical documentation that meets the following criteria:
 - Clearly identifies the medical condition
 - Explicitly states the condition prevents the student from attending school
 - Specifies the length of time the student is prevented from attending school

This certificate will need to be updated at the beginning of each school year to maintain enrolment. Please arrange appointments with your specialist in advance so an updated medical certificate can be sent to school before February each year

☐ 2.6 Young parents in education

- ☐ Medical certificate confirming pregnancy OR
- ☐ Birth certificate for the child (parents must be in first year of parenthood)

☐ 2.7 Vocationally talented students

- ☐ Statutory Declaration from parent/carer detailing student's activities/obligation that prevent them from attending their regular school, including:
 - Statement that the parent/carer recognises and accepts their role and responsibilities in their child's education
 - A timetable detailing the schedule for engaging in schoolwork and when teachers can contact the student during school hours. A timetable should be structured to provide opportunities for the student to liaise with staff
 - Specifies the length of time the student is prevented from attending school
- ☐ A letter of support from the Principal of student's current school

1.3.2 Case Managed Enrolment Categories

☐ 2.8 Students with additional learning and support needs, including those with a disability

This may include students who have a diagnosis, confirmed disability, or history of autism, intellectual disability, physical disability, visual impairment, hearing impairment or language disorder.

- ☐ Access Request Form and relevant attachment from current enrolled school
- ☐ Risk Assessment from current enrolled (to help determine possibility and/or appropriate measures for face-to-face interaction between student and teachers. The Learning Engagement Officer may invite parents/carers to apply for enrolment in distance education following a regional assessment process)

☐ 2.9 Transition for students with significant support needs

Category 2.9 is for students whom a risk assessment indicated they cannot attend their local government school on a regular basis and may be eligible for enrolment at a distance education school.

- ☐ Access Request Form and relevant attachment from current enrolled school
- ☐ Case Management Plan in collaboration with the current enrolled school and distance education centre
- ☐ Risk Assessment (to help determine possibility and/or appropriate measures for face-to-face interaction between student and teachers). The school may suggest regional assessment process before application

☐ 2.10 Students in extraordinary circumstances

- ☐ Statutory Declaration from parents/carers stating the reason they are requesting full time distance education. This should include:
 - A statement that the parent/carer recognises and accepts their role and responsibilities in the child's education
 - A risk assessment/management plan
 - A timetable detailing the time schedules for engaging in school work
 - An outline of the supervision arrangement that will be put in place to support the student
- ☐ Letter of support from the School Education Director for the current enrolled school

☐ 4.0 Students in special placement settings or juvenile correction centres

This could include students attending:

- a. Schools established to support students with severe disruptive behaviour or emotional disturbance
 - b. Tutorial centre
 - c. Support classes established to support students with severe disruptive behaviour or emotional disturbance
 - d. Hospital classes
 - e. Students in education and training units within juvenile justice or juvenile correction centres
- ☐ Written statement from Principal of current enrolled school certifying that the setting is unable to provide curriculum access to a subject at an appropriate Stage level
 - ☐ Details of learning support needs of student from current enrolled school
 - ☐ Documentation necessary to develop an appropriate learning program from current enrolled school

1.4 STUDENT ACCESS TO TECHNOLOGY

HOW OFTEN DO YOU HAVE A COMPUTER TO USE AT HOME?

☐ All the time ☐ Sometimes ☐ Must be supervised ☐ Never

DO YOU HAVE A LIBRARY NEARBY TO USE A COMPUTER?

☐ Yes ☐ No

HOW OFTEN DO YOU HAVE INTERNET AT HOME?

☐ All the time ☐ At one parents house ☐ Until data runs out ☐ Never

IF YES, WHAT TYPE OF INTERNET DO YOU HAVE?

☐ NBN ☐ Broadband (ADSL) ☐ Dial up ☐ Mobile (dongle/SIM)

CAMDEN HAVEN HIGH SCHOOL DOES NOT SUPPLY INTERNET

2 PART TWO: AGREEMENTS

2.1 CONDITIONS OF ENROLMENT

The supervisor and student must agree to the following conditions of enrolment.

2.1.1 Supervisor Responsibilities

- supporting the student in their learning for the duration of their enrolment
- liaising with the school about the program of learning that will be provided for the student
- overseeing timetable for engaging in schoolwork and completion of set tasks
- monitoring student's participation in live lessons and field services as appropriate
- supporting student through assistance with locating materials and resources needed for lessons
- provision of a suitable workplace and basic equipment
- ensuring the student follows course developed by school and addresses, with diligence and sustained effort, the set tasks and requirements provided by the school
- interacting with student as required by learning materials
- interpreting and explaining to the student the instructions of comments from distance education teacher
- providing feedback to teacher on student response to lessons, including performance and interest
- updating the school with student circumstances including advice about illness or absences that have affected the student's ability to complete activities or participate in lessons
- supervising examinations and assessment tasks, to ensure they are the work of the unaided student

2.1.2 Student and supervisor guarantees

- All loan materials will be returned when they are no longer needed
- Updates on student circumstances including update of supervisor and any absences
- The school will be provided with the most recent student report if available

I certify that I have read this supervisor agreement and agree that the above conditions will be met.

SUPERVISOR SIGNED

DATE

DD/MM/YY

STUDENT SIGNED

DATE

DD/MM/YY

2.1.3 Materials Loan

The school will lend textbooks, kits, CDs, DVDs, and USBs as required for subjects selected. Students and supervisors must agree to the conditions of materials loan:

- All loans items will be returned in good order within one month of studies being completed or discontinued
- Unreturned items will be paid in full

I certify that I have read this materials loan and agree that the above conditions will be met.

SUPERVISOR SIGNED

DATE

DD/MM/YY

STUDENT SIGNED

DATE

DD/MM/YY

2.1.4 Privacy Protection

- The supervisor and student agree to give to school permission to collect and submit information for the National Consistent Collection of Data (NCCD). More information is available in Appendix.

The school is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The information you provide only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

2.1.5 Permission to publish

Students are granted permission to publish by their parent/carers on Department enrolment forms to publish and/or disclose information for the purposes of sharing their experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This may include the student's name, age, class and materials such as photographs, sound and visual recordings, student work and expressions of opinion.

The platforms where student information may be published or disclosed include, but are not limited to:

- Public websites of the Department of Education including the school website, Department website and Department intranet (staff only)
- Department of Education and school publications including the school newsletter, annual print magazine, school report, promotional material published in print and electronically
- Official Department and school social media accounts such as YouTube and Facebook
- Local and metropolitan newspapers and other media outlets

It should be noted that when information is published on public websites and social media, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information and can be linked to by third parties.

If you would like to discuss student permission to publish, please contact the school.

I certify that I have read this permission to publish and

☐ I give permission ☐ I do not give permission

To the school/department of education to publish information about my child as described above, including in publicly accessible communications. This signed permission remains effective until I advise otherwise.

PARENT/CARER NAME

PARENT/CARER SIGNED

DATE DD/MM/YY

2.1.1 Opportunities

- Students who have demonstrated engagement in distance education may be invited to attend camps, Mini-Schools, sports carnivals or learning hubs. This is subject to Coordinator and Teacher recommendations and risk assessment.

2.1.2 Award Requirements

All students must meet Department of Education and the NSW Education Standard Authority (NESA) requirements in order to qualify for the award of Record of School Achievement (RoSA) or Higher School Certificate (HSC).

If students don't complete a course's requirements they will receive an 'N' determination. Students are warned via a letter from their school if it looks like they might receive an 'N' determination. This aims to give the student time to complete the course requirements and rectify the problem. If a student receives an 'N' determination in a mandatory curriculum requirement course, they won't be eligible for the RoSA.

Failure to comply with the above enrolment conditions, or an 'N' determination, may lead to termination of the student's enrolment.

I certify that I have read the enrolment requirements and agree that the above conditions will be met.

SUPERVISOR SIGNED

DATE

DD/MM/YY

STUDENT SIGNED

DATE

DD/MM/YY

3 PART THREE: FEES

3.1 SCHOOL FEES

All students enrolled in distance education have the following enrolment fees.

Item	Cost per student	Note
Deposit	\$50	This deposit covers textbooks, kits and library books. It is refunded when the student leaves, if all equipment is returned in a satisfactory condition and all subject contributions are paid. Paid ONCE on initial enrolment.
Administration Fee	\$20 per year	Years 7 – 10
	\$60 per year	Years 11 – 12

STUDENT ASSISTANCE IS UNAVAILABLE FOR THE ABOVE COSTS
IN ADDITION TO THE ABOVE COSTS, INDIVIDUAL COURSES WILL BE INVOICED AS PER PART 4

3.1.1 Travellers

Students enrolled as Australian and overseas travellers are required to pay fees for the whole year **in advance** before schoolwork is provided.

Costs for overseas travellers (Category 2.4) are \$120 per term, irrespective of subjects studied. Materials and postage are the responsibility of the supervisor. Travellers within Australia (Category 2.3) will be invoiced as per previous page.

Travellers	\$120 per term	Number of terms enrolled
	+ Materials	Textbooks, materials and equipment are not provided by the school for overseas students. Students/supervisors are responsible for sourcing and purchasing all necessary textbooks and equipment. Teachers or coordinators will provide details of materials after enrolment.
	+ Prepaid postage	Postage charges for schoolwork must be prepaid

3.2 ASSISTANCE

If you are unable to pay school contributions because of financial hardship, you may be eligible for assistance. Assistance is not available for the deposit or administration fee.

<input type="checkbox"/> I would like to apply for assistance in paying school contributions	TOTAL REQUESTED \$
<input type="checkbox"/> I understand that I will need to provide personal details in order to be eligible	
<input type="checkbox"/> I have a genuine need for financial assistance	

3.3 HOW TO PAY

DO **NOT** MAKE ANY PAYMENT UNTIL YOU RECEIVE AN INVOICE FOLLOWING COMPLETION OF ENROLMENT.
Fees can be paid two ways:

1: Online payments	Payments can be made using a secure Westpac Department of Education Parent Online Payment (POP) system on our website.
2: Cheque or money order	Make cheques or money orders out to "Camden Haven High School"

3.4 SCHOOL UNIFORM

Wearing a school uniform for distance education is optional, some students like to purchase a polo shirt to wear during video lessons or to feel part of the school community. Uniform purchases can be made at the school office.

4 PART FOUR: SUBJECT SELECTION AND COSTS

In addition to the administration fee and deposit, each subject has an added cost. Financial assistance is available for the below costs so students are not limited in their subject selection. Mandatory subjects listed below are compulsory for all students of that stage. Students progressing into Year 10 or already enrolled in Year 10 will continue with their Year 9 Elective.

4.1 STAGE 4 (YEARS 7-8)

YEAR 7			YEAR 8		
✓	English	\$10	✓	English	\$10
✓	Maths	\$10	✓	Maths	\$10
✓	Science	\$10	✓	Science	\$10
✓	PDHPE	\$10	✓	PDHPE	\$10
✓	History	\$20	✓	History	\$10
✓	Geography	\$10	✓	Geography	\$10
✓	Music	\$10	✓	Visual Arts	\$10
✓	Technology Mandatory	\$10	✓	Technology Mandatory	\$10
			✓	Languages	\$10

4.2 STAGE 5 (YEARS 9-10)

MANDATORY SUBJECTS					
✓	English	\$10	✓	History	\$10
✓	Maths	\$10	✓	Geography	\$10
✓	Science	\$10	✓	PDHPE	\$10
ELECTIVES (SELECT MAXIMUM 2)					
	Agriculture Technology	\$20		Industrial Technology Timber	\$25
	Child Studies	\$20		Italian	\$10
	Commerce	\$20		Japanese	\$20
	Dance	\$20		Music	\$20
	Food Technology	\$20		Textiles Technology	\$20
	French	\$20		Visual Arts	\$25
	German	\$20			
	Graphic Technology	\$25			
	Industrial Technology Electronics	\$60			
	(Includes kit. Payment required in advance)				

4.3 STAGE 6 (YEARS 11-12)

Board Developed Courses					
✓	COURSE NAME	UNITS	COST	NESA NUMBER	
				YEAR 11	YEAR 12
ENGLISH					
	English Studies	2	\$20	30100	30110
	English (Standard)	2	\$20	11130	15130
	English (Advanced)	2	\$20	11140	15140
MATHEMATICS					
	Mathematics Extension 1	1	\$20	11250	15250
	Mathematics Advanced	2	\$20		
	Mathematics Standard	2	\$20		
SCIENCE					
	Biology	2	\$20	11030	15030
	Chemistry	2	\$20	11050	15050
	Investigating Science	2	\$20	TBA	TBA
	Physics	2	\$20	11310	15330
	Earth and Environmental Science	2	\$20	11100	15100
HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)					
	Aboriginal Studies	2	\$20	11000	15000
	Ancient History	2	\$20	11020	15020
	Modern History	2	\$20	11270	15270
	Society and Culture	2	\$20	11330	15350
	Business Studies	2	\$20	11040	15040
	Economics	2	\$20	11110	15110
	Geography	2	\$20	11190	15190
	Legal Studies	2	\$20	11220	15220
CREATIVE ARTS					
	Dance	2	\$20	11070	15070
	Music 1	2	\$20	11280	15290
	Visual Arts	2	\$40	11380	15400
PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)					
	PD/Health/PE	2	\$20	11300	15320
	Community and Family Studies	2	\$20	11060	15060
COMPUTING					
	Information Processes and Technology	2	\$20	11210	15210
	Software Design and Development	2	\$20	11340	15360

AGRICULTURE					
<input type="checkbox"/>	Agriculture	2	\$20	11010	15010
TECHNOLOGY AND APPLIED SCIENCE (TAS)					
<input type="checkbox"/>	Design and Technology	2	\$20	11080	15080
<input type="checkbox"/>	Engineering Studies	2	\$20	11120	15120
<input type="checkbox"/>	Food Technology	2	\$20	11180	15180
<input type="checkbox"/>	Textiles and Design	2	\$20	11370	15390
LANGUAGES					
<input type="checkbox"/>	Chinese Beginners	2	\$20	11530	15540
<input type="checkbox"/>	French Beginners	2	\$20	11630	15670
<input type="checkbox"/>	French Continuers	2	\$20	11640	15680
<input type="checkbox"/>	German Beginners	2	\$20	11650	15700
<input type="checkbox"/>	German Continuers	2	\$20	11660	15710
<input type="checkbox"/>	Indonesian Beginners	2	\$20	11690	15750
<input type="checkbox"/>	Italian Beginners	2	\$20	11720	15790
<input type="checkbox"/>	Japanese Beginners	2	\$20	11740	15820
<input type="checkbox"/>	Japanese Continuers	2	\$20	11750	15830
<input type="checkbox"/>	Spanish Beginners	2	\$20	16070	16070
Content Endorsed Courses (Do not contribute towards ATAR)					
<input checked="" type="checkbox"/>	COURSE NAME	UNITS	COST	NESA NUMBER	
				YEAR 11	YEAR 12
<input type="checkbox"/>	Computer Applications	2	\$20	35021	35023
<input type="checkbox"/>	Exploring Early Childhood	2	\$20	31012	31012
<input type="checkbox"/>	Financial Management	2	\$20	63305	63318
<input type="checkbox"/>	Industry Based Learning	2	\$20		
<input type="checkbox"/>	Marine Studies	2	\$20	33503	33505
<input type="checkbox"/>	Sport, Lifestyle & Recreation	2	\$20	35015	35017
<input type="checkbox"/>	Visual Design	2	\$20	35101	35103
<input type="checkbox"/>	Work Studies	2	\$20		

Vocation Education and Training Courses (VET)

- VET subjects are designated as Category B by NESA and only ONE course can count towards ATAR
- Students who have already studied some of a VET course MUST supply Units of Competencies Achieved (supplied by teacher)

<input checked="" type="checkbox"/>	COURSE NAME	UNITS	COST	NESA NUMBER	
				YEAR 11	YEAR 12
<input type="checkbox"/>	Assistant Dance Teaching	2	\$40	65334	65336
<input type="checkbox"/>	Information & Digital Media Technology	2	\$40	27300	27300
	First year (120 hours)				
<input type="checkbox"/>	Second year (120 hours)	2	\$40	-	27301
<input type="checkbox"/>	Business Services	2	\$40	26100	26100
	First year 120 hours (1 year non-ATAR)				
<input type="checkbox"/>	Second year 120 hours	2	\$40	-	26101
<input type="checkbox"/>	Retail Services	2	\$40	26900	26900
	First year (120 hours)				
<input type="checkbox"/>	Second year (120 hours)	2	\$40	-	26901
Total			\$		

WOULD YOU LIKE AN HIGHER SCHOOL CERTIFICATE (HSC)?

☐ Yes ☐ No – only Record of School Achievement (RoSA)

WOULD YOU LIKE AN ATAR?

☐ Yes ☐ No – not eligible for university and TAFE Diploma courses

Sport programs are not provided for Years 11 and 12 but it is assumed students pursue a sport/leisure activity for 80 minutes per week

TAFE in School Courses (VET)

Students can study subjects that contribute to a Preliminary Certification at TAFE, local or digital. Please provide details.

COURSE	UNITS
PROVIDER	

☐ Board Endorsed ☐ Content Endorsed

PLEASE CONTACT THE SCHOOL CAREERS ADVISOR ON 02 6556 8200 BEFORE SELECTING A TAFE COURSE

5 PART FIVE: STAGE 6 DETAILS

5.1 YEAR 10 STUDY HISTORY

Year 11 students complete this section

PREVIOUS SCHOOL	LAST DAY OF ATTENDANCE DD/MM/YY
DID YOU ACHIEVE A RECORD OF SCHOOL ACHIEVEMENT (ROSA)? <input type="checkbox"/> Yes <input type="checkbox"/> No	YEAR
SCHOOL WHERE ROSA WAS ACHIEVED	COPY ENCLOSED <input type="checkbox"/> Yes <input type="checkbox"/> No
YEAR 10 ELECTIVES	
LEVEL OF MATHS <input type="checkbox"/> Advance <input type="checkbox"/> Intermediate <input type="checkbox"/> Standard	FAVOURITE SUBJECT

5.2 YEAR 11 STUDY HISTORY

Year 12 students complete this section

PREVIOUS SCHOOL	LAST DAY OF ATTENDANCE DD/MM/YY
WAS YEAR 11 ACHIEVED? <input type="checkbox"/> Yes <input type="checkbox"/> No	YEAR
SCHOOL WHERE YEAR 11 WAS ACHIEVED	COPY ENCLOSED <input type="checkbox"/> Yes <input type="checkbox"/> No
IN ORDER TO STUDY YEAR 12 COURSES, STUDENTS MUST SHOW EVIDENCE OF YEAR 11 COURSE OUTCOMES ACHIEVEMENT, SUCH AS COPY OF MOST RECENT SCHOOL REPORT AND COMPLETED PREVIOUS STUDY INFORMATION	

5.2.1 Year 11 Subjects

UNITS	SUBJECT
2	English <input type="checkbox"/> Advanced <input type="checkbox"/> Standard <input type="checkbox"/> Studies

UNITS	SUBJECT

SUPERVISOR SIGNED

DATE

DD/MM/YY

STUDENT SIGNED

DATE

DD/MM/YY

5.3 STAGE 6 PREVIOUS SCHOOLING DETAILS

To enable placement in the appropriate stage of the courses and to avoid repetition of topics already covered, please indicate the work covered so far in this academic year in the table below.

SUBJECT	TOPICS PREVIOUSLY COVERED	TEXTBOOKS USED (TITLE AND AUTHOR)

6 PART FIVE: APPENDIX

6.1 NCCD FACTSHEET



What is the Nationally Consistent Collection of Data on School Students with Disability (NCCD)?



Legislation



- *Disability Discrimination Act 1992 (DDA)*
- *Disability Standards for Education 2005 (the Standards)*

Under the legislation, Australian students with disability must be able to access and participate in education on the same basis as their peers.

Schools provide reasonable adjustments



Schools provide adjustments to students with disability, in consultation with parents, carers or guardians so students can access and participate in education on the same basis as their peers.

Schools provide data for the NCCD



- For the NCCD, schools count, in a consistent manner, the number of students with disability receiving adjustments to access and participate in education.
- School teams make professional judgements on eligible students based on the levels of adjustments provided, the categories of disability and the evidence to support the decisions made.
- This information is provided to education authorities and includes the year of schooling, the category of disability and level of adjustment provided.

No identifying information or personal details are provided to the Australian Government in the NCCD.

NCCD data is used



- As an evidence base, to give teachers, schools and sectors information about students with disability and the level of educational adjustment being provided
- To inform policy development and future planning to better equip schools and education authorities to support students with disability
- To improve understanding of the requirements and responsibilities of school teams and the broader community under the DDA and the Standards
- To capture the work of schools under the obligations of the DDA and the Standards, allowing students with disability to access and participate in education on the same basis as other students
- To highlight the individual needs of each student with disability by focusing on the level of educational support provided to them at school

6.2 HSC MINIMUM STANDARDS FACTSHEET

Students need reading, writing and numeracy for everyday life after school

This is why students need to meet a minimum standard of literacy and numeracy to receive the HSC.

WHAT THIS MEANS FOR STUDENTS:

- ✓ Students need to achieve Level 3 or 4 in 45 minute **online tests of everyday skills**.
- ✓ Schools will help students to decide **when they are ready** to take each test.
- ✓ Students get **up to four times per year** to sit each minimum standard test.

Test	Style	Outcomes
Reading test	Multiple choice	Assesses comprehension, grammar, punctuation, spelling and vocabulary
Numeracy test	Multiple choice	Assesses number, measurement, space, data and algebraic representation
Writing test	Extended response from written or visual prompt around 500 words	Assesses structure and cohesion, vocabulary, grammar, punctuation and spelling

Students do not need to meet the HSC minimum standard to:

- Study HSC courses
- Sit HSC exams
- Receive HSC assessments and exam results
- Receive an ATAR or Record of School Achievement (RoSA)

Only students who meet the HSC minimum standard will receive an HSC credential.

HSC 2020: Year 12 students are not required to sit any test where the corresponding 2017 NAPLAN result was greater than a Band 8. Students can now attempt each test 6 times in 2020 due to COVID-19.

SKILLS FOR EVERYDAY LIFE

Together with the NSW Literacy and Numeracy Strategy, the HSC minimum standard is part of an effort to improve the literacy and numeracy outcomes for students. The HSC minimum standard is set at Level 3 of the Australian Core Skills Framework. This means that students who demonstrate the standard have the reading, writing and numeracy skills needed for everyday tasks, work and further study.

PROVISIONS AND EXEMPTIONS

Provisions for the minimum standard tests are available for some students with a disability. Contact the school for information on extra provisions.

DISTANCE EDUCATION STUDENTS

Distance Education students have two options to complete Minimum Standard tests. There is no limit to the amount of Practice tests students can complete.

Option 1: Complete the tests at Camden Haven High School Learning Hubs or at Camden Haven High School in Laurieton, NSW where they will be supervised by a teacher.

Option 2: Complete the tests at home. This option requires the supervisor to install the Lockdown Browser and complete a statutory declaration to indicate that the conditions have been followed exactly as required.

Contact the school to arrange a time to sit the tests or for more information.

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