

Eligibility Determination – Continuers Language Courses (in languages where there are [Language] in Context, and [Language] and Literature courses)

Information and Application Form

In order to enter a Stage 6 Continuers language course in Chinese, Indonesian, Japanese or Korean, a student must be determined eligible. The student should apply to their school principal for an eligibility determination, if possible during Term 3 of Year 10.

A student applying for an eligibility determination must:

- complete all sections of the *Continuers Language Course – Application for Eligibility Determination* (including the Statutory Declaration)
- provide relevant additional documentation if required by their principal
- provide relevant additional documentation that the student wishes to include.

False, inaccurate or incomplete information could place at risk a student's eligibility for the Higher School Certificate.

Eligibility criteria

The eligibility criteria for Continuers language courses in languages where there are [Language] in Context, and [Language] and Literature courses are as follows.

- The student has had no more than one year's formal education* from the first year of primary education (Year 1) in a school where the language is the medium of instruction
- The student has had no more than three years' residency in the last ten years in a country where the language is the medium of communication and
- The student does not use the language for sustained communication outside the classroom with someone with a background in using the language.

* Formal education is "Education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country." UNESCO – International Standard Classification of Education (2011).

Note: For the purpose of determining eligibility:

- a speaker of a dialect or a variant of a language is considered to be a speaker of the standard language
- a speaker of Indonesian or Malay is considered to be a speaker of both languages.

Determining eligibility

Eligibility to undertake a Continuers language course is determined by the principal of the school delivering the course. This may be the student's home school, the Saturday School of Community Languages, the NSW School of Languages, a Distance Education Centre or TAFE. For a student who intends to study the course with an approved outside tutor, eligibility is determined by the principal of the student's home school.

To be deemed eligible for a course, a student must meet all of the eligibility criteria for that course at the time of entry to the course.

The principal's eligibility determination should, where possible, be provided to the student in writing at least 10 school weeks prior to the commencement of delivery of the course.

Principal Review and Appeal to NESA

If the student believes that the principal's determination has not been made in accordance with the course eligibility criteria, they may seek a review of the determination from the principal. If, following the principal's review, the student remains ineligible to undertake the Continuers language course, the student may appeal to NESA. Principals should inform students of the review and appeal procedures and provide students with the relevant forms on request.

Any request for a review of the determination by the principal must be submitted to the principal within one week of the student's receipt of the eligibility determination. The request must be submitted on the *Application for Review of Eligibility Determination* form, and may include relevant documentation not included in the original application. The principal/school review panel will review the determination and advise the student in writing of the outcome of the school review.

If the student wishes to appeal to NESA against the principal's determination, the appeal must be submitted by the school to NESA within one week of the student's receipt of the school review determination. The appeal must include:

1. a completed *Continuers Language Course – Application for Eligibility Determination* (including the Statutory Declaration)
2. a completed *Application for Review of Eligibility Determination* form
3. a completed *Appeal to NESA against Principal's Eligibility Determination* form
4. any documentation submitted to the principal as part of the student's application for eligibility determination or review.

Appeals should be forwarded to:

Student Support Services
NESA
GPO Box 5300
Sydney NSW 2001

NESA will notify the principal and the student of its decision in writing.

Continuers Language Course

Application for Eligibility Determination

PART A: TO BE COMPLETED BY THE STUDENT

Applicant details:	
Student Number:	
Student Name:	

Language:	
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Home school details:	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

Teaching school details (if different from home school)	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

Section 1: Formal education*

* *Formal education is “Education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country.” UNESCO – International Standard Classification of Education (2011).*

Please write the required information in the table below. FILL IN ALL BLANKS. If you did not attend school in any of these years, please write ‘none’ in the relevant space.

School year	Calendar year	Name of school attended	Country in which school was attended	Languages learned (other than English)
10				
9				
8				
7				
6				
5				
4				
3				
2				
1				

Further information related to formal education (if applicable):

Section 5: Student declaration

Please complete the Statutory Declaration, which must be signed by the student and an appropriately qualified person. The following persons may witness a statutory declaration in New South Wales:

- a justice of the peace
- a notary public
- a solicitor or barrister with a current New South Wales or interstate practising certificate
- a commissioner of the court for taking affidavits
- a person by law authorised to administer an oath.

It is an offence under the *Oaths Act, 1900* to make a false statutory declaration. If you are unsure of the answers to any of the questions you have given above, seek advice from your principal before you sign the declaration.

Statutory Declaration

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I, , do solemnly and sincerely declare that
[name of declarant]

all information given on this form is complete and correct, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on
[place] *[date]*

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, , a ,
[name of authorised witness] *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months OR

*I have confirmed the person's identity using an identification document and the document I relied on was
[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]

