

Information Session

School-based Supervisors

Term 3

Acknowledgement of Country

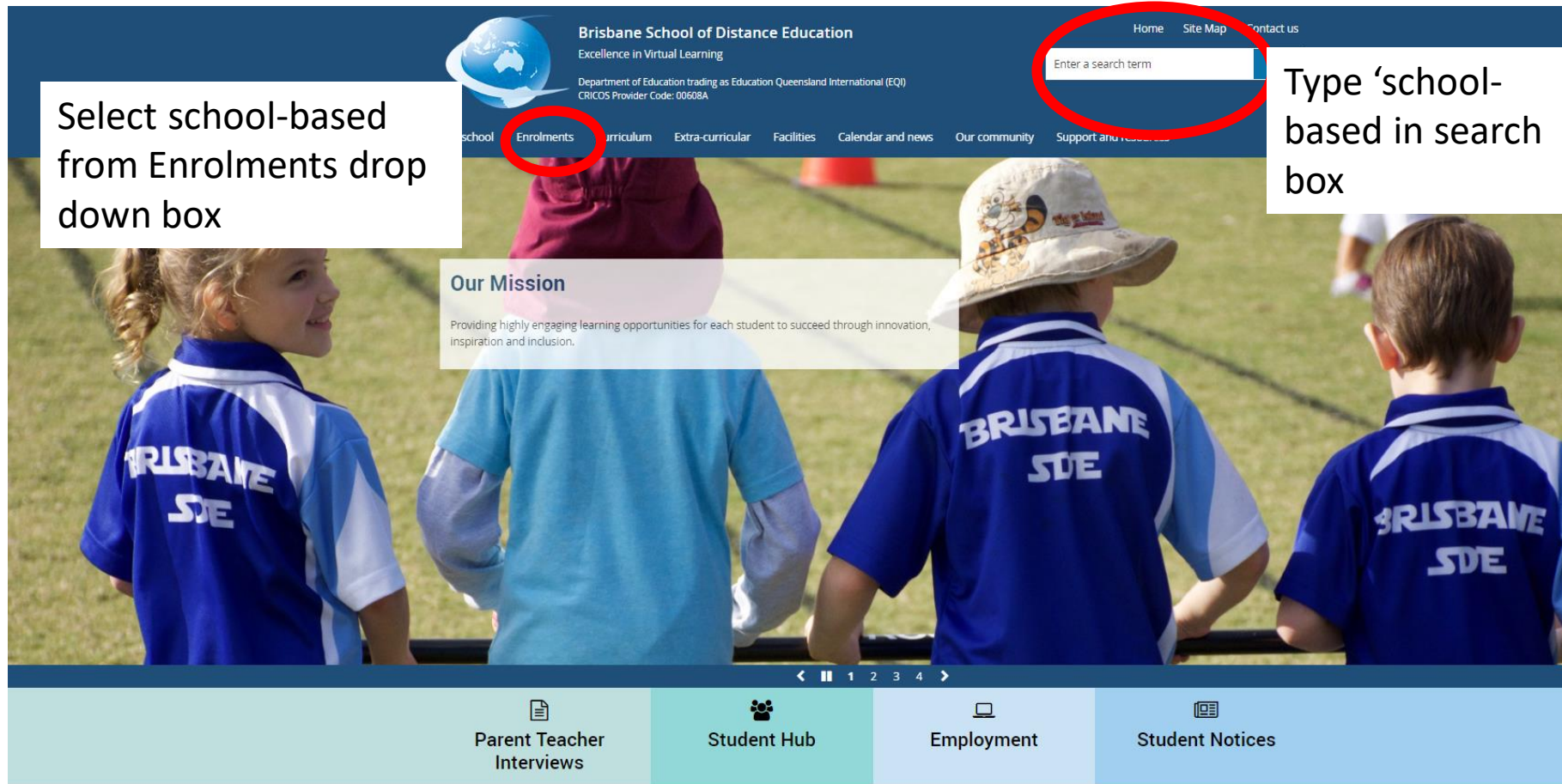
BrisbaneSDE acknowledges the Traditional Owners of the land where we gather today and pay respects to Elders past, present and emerging. We recognise their connection to Country and their role in maintaining and caring for Country over thousands of years. May their strength and wisdom be with us today.



School-based Team

Role	Name	Contact
Executive Principal	John Brew	Principal@brisbanesde.eq.edu.au
Head of School	Carolyn Burke	cburk33@eq.edu.au
School-based enrolments	Ami Lennane (TL) Lizzie French Kim Nicholson	School_Based@brisbanesde.eq.edu.au
Absences officer	Geoff Sporne	absences@brisbanesde.eq.edu.au
Information Technology Support	Paul Grice (TL) Andrew Orchard Alec Bosworth Robert Donaldson	student_IT@brisbanesde.eq.edu.au
Community and Engagement	Vicki Carr (TL) Justine Cann	communityengagement@brisbanesde.eq.edu.au https://brisbanesde.eq.edu.au/our-school/contact-us/contact-form

School website



The screenshot shows the website header with the following elements:

- Logo: Brisbane School of Distance Education, Excellence in Virtual Learning
- Text: Department of Education trading as Education Queensland International (EQI), CRICOS Provider Code: 00608A
- Navigation: Home, Site Map, Contact us
- Search: Enter a search term (circled in red)
- Menu: School, Enrolments (circled in red), Curriculum, Extra-curricular, Facilities, Calendar and news, Our community, Support and resources
- Mission Statement: Our Mission - Providing highly engaging learning opportunities for each student to succeed through innovation, inspiration and inclusion.
- Footer: Parent Teacher Interviews, Student Hub, Employment, Student Notices

Annotations on the screenshot:

- Text box: Select school-based from Enrolments drop down box (points to the Enrolments menu item)
- Text box: Type 'school-based' in search box (points to the search input field)

Or bookmark: <https://brisbanesde.eq.edu.au/enrolments/school-based>

Mock Exams and Block Exams

- Term 3, Weeks 8 and 9
 - Year 12 General classes are being dismissed
 - Year 12 VET classes are running as usual

- Term 3, Week 10
 - Year 11 General classes are being dismissed
 - Year 11 VET classes are running as usual

Mock Exams Padlet

Use this link to access Mock Exam materials:

- <https://padlet.com/kelle4/brisbanesde-mock-exams-kpl588b5ewp0mdxz>
- Please scan and email completed mock exams back to class teachers by COB, Wednesday 11 September, 2024.

External Exams

- Term 4, Weeks 4 to 7
 - Year 12 General classes are being dismissed
 - Year 12 VET classes are running as usual

Unit 3 Enrolments

- General subjects requiring Unit 1 and 2 completion
 - Dance
 - Design
 - Digital Solutions
 - Legal Studies
 - Literature
 - Mathematical Methods
 - Philosophy and Reason
 - Specialist Mathematics

Unit 3 Enrolments – contd.

- General subjects not requiring Unit 1 and 2 completion
 - Ancient History
 - Biology
 - Chemistry – expected to catch up on Unit 1 topic “Mole concept” and “Stoichiometry”
 - Geography
 - Health
 - Languages – must pass diagnostic test
 - Modern History
 - Psychology – expected to catch up on Unit 1 topic “Role of the brain”

Unit 3 Enrolments – contd.

- General subjects not requiring Unit 1 and 2 completion
 - Music – must have experience in performing as well as composition. Must have theory at Grade 3 AMEB level.
 - Music Extension
 - Physics – must be achieving S or above in Mathematical Methods or Specialist Mathematics
 - Visual Art – must have talent in art and involved in an external artistic endeavour

Essential information

- All enrolments are processed in order of receipt
- Limited spaces are available
- BrisbaneSDE considers applications on a case-by-case basis
 - Dependent on availability and students' current progress
- Enrolment agreement is between Brisbane SDE and the base-school

Teams

In 2025, BrisbaneSDE will cease using Collaborate Ultra and will be implementing Teams as its lesson delivery program. More information will be provided in Term 4.

Term 4, 2024 the school will be running a trial with selected classes. Depending on the classes selected, there will be a small number of school-based students involved in this trial. Their parents and school-based supervisors will receive information about this trial in the near future.

Unit 3: Enrolment Process

School Based

EXCELLENCE IN VIRTUAL LEARNING

Team Leader - ENROLMENTS

Ami Lennane



Step by step ...

Unit 3: School Based Enrolment Process

Step 1: Download and complete the School Based enrolment forms linked below:

1. **Student Application form** for each student - Requires Principals signature
2. **Online Service Consent form** for each student - Requires Parent/Guardian signature
3. **Language Diagnostic Test** - ONLY if the student has studied externally and/or speak the language at home. - Requires the student to complete under exam conditions.
4. You will also be required to submit the students most recent report card.

Step 2: Submit your enrolment application by following the steps below:

1. Start your application by entering your email address on the bottom of this letter.
2. After entering your email, a code will be sent to you.
3. Enter the code to start the School-Based enrolment application.
4. Enter the student and supervisor details and upload completed forms (listed above).
5. Digitally sign the continuing enrolment application and press the submit Button.



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Step by step ...

Unit 3: School Based Enrolment Process

Please note that as your details are linked to your email address, please ensure that you always enter the same email address.

Thank you for your interest in the Brisbane School of Distance Education look forward to welcoming your student/s to our school.

All correspondence will remain between Brisbane SDE and Distance Ed email address or school email.

Email *

alenn26@eq.edu.au

 I'm not a robot



NEXT



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Step by step ...

Unit 3: School Based Enrolment Process

A code has been sent to your email address

Enter the code to continue

Code *

VERIFY

[Resend code](#)



Step by step ...

Unit 3: School Based Enrolment Process

The screenshot shows an Outlook email window with the following content:

Subject: Your Verification code for Brisbane School of Distance Education Test - Secondary School Based - Unit 3 Term 4 2025 Test - Secondary School Based - Unit 3 Term 4 2025 - ...

From: Brisbane School of Distance Education <no-reply@enquirytracker.net>
To: LENNANE, Ami (alenn26)
Date: Thu 22/08/2024 12:07 PM

Message Body:

Thank you for your interest in Brisbane School of Distance Education. Here is your one-time passcode. Note that if you did not request this you can safely ignore this email.

493161

To continue your Application, enter the code in the web page where you requested it.

This message is automatically generated. Please do not reply to it.

NOTE: This one-time passcode expires 30 minutes after it was requested.

Helpful information about our school: "[Guide to our School](#)"

Kind regards,

Enrolments Team
Brisbane School of Distance Education



BrisbaneSDE

Step by step ...

Unit 3: School Based Enrolment Process

START A NEW TEST - SECONDARY SCHOOL BASED - UNIT 3 TERM 4 2025

Please enter Student details below

Student First Name *

One

Student Last Name *

Test Student

START



Step by step ...

Unit 3: School Based Enrolment Process

Unsaved Changes

- 1 Student
- 2 Parent/Guardian
- 3 Documents
- 4 Signature

Student Details

Student First Name *

One

(As per birth certificate)
Year Level of Entry *

Year 11

Please select a year level
Date of Birth *

15/3/2006

Student Last Name *

Test Student

(As per birth certificate)
Starting Year *

2024

Please select a starting year
School Name *

Brisbane School of Distance Education

Student Preferred Name *

One

To Commence in Term

Term 4

NEXT

SUBMIT



Step by step ...

Unit 3: School Based Enrolment Process

Saved

1 Student

2 Parent/Guardian

3 Documents

4 Signature

School-Based Supervisor

This person will be used as a contact point for the BrisbaneSDE subject teacher

1st Contact Details ^

Supervisor Details

<p>Title * Ms</p>	<p>Supervisor Given name/s * Test 1</p>	<p>Supervisor Family Name * Test 2</p>	<p>Email * alenn26@eq.edu.au</p>
<p>Contact Number * 3892 1111</p>	<p>2nd Phone Contact Number 1234 1234</p>	<p>Position * Admin Officer <small>Teacher Aide/Librarian/ Admin Officer/ Teacher etc.</small></p>	
<p><small> Delete </small> * Unknown</p>	<p>Work/Home/Mobile <small> Delete </small> * Primary</p>		

School Postal Address

School Postal Address *

Please fill out all address fields

<p>Country * Australia</p>			
<p>Address * 123 Brisbane Lane</p>			
<p>Suburb * Brisbane</p>	<p>State * Queensland</p>	<p>Postcode * 4303</p>	

[+ Add Contact](#)

Please select the +Add box above right to ensure you have entered any additional School-Base Supervisor details. If there is only one School-Base Supervisor on the application, check box to continue. *

[BACK](#) [NEXT](#)



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Step by step ...

Unit 3: School Based Enrolment Process



Parent/Guardian

Missing required fields

Please select the +Add box above right to ensure you have entered any additional School-Base Supervisor details. If there is only one School-Base Supervisor on the application, check box to continue. *

BACK

NEXT



Step by step ...

Unit 3: School Based Enrolment Process

✔ Student

✔ Parent/Guardian

3 Documents

Required Documents

In this section you can upload the required documents for this Application

Student Application

Please upload student application

1 File(s) required and maximum 20 files *

File name	File size	Action
Student Application Form.docx	11.8 kB	

Drop file to attach, or click to browse

Online Services Consent form and Information sheet: Years 7-10 School-based

Please upload the required supporting documentation relevant to each students enrolment application

1 File(s) required and maximum 20 files *

File name	File size	Action
Online Consent Form.docx	11.8 kB	

Drop file to attach, or click to browse



Step by step ...

Unit 3: School Based Enrolment Process

- 1 Student
- 2 Parent/Guardian
- 3 Documents
- 4 Signature

Application to Enrol

The base school agrees to cooperate with the Brisbane School of Distance Education in matters regarding the student's educational program, and to provide appropriate supervision in the base school. The base school acknowledges that participation in scheduled lessons is a mandatory requirement of BrisbaneSDE course delivery. Signing this declaration acknowledges that it is the base school's responsibility to collect and forward to BrisbaneSDE all appropriate fees. The base school agrees to participate in the flexible arrangement with BrisbaneSDE for the period of the current school year. BrisbaneSDE agrees to deliver the education program to the base school for a period of the current school year. The base school will communicate with parents/guardians, this is not the role of BrisbaneSDE.

Parent/Guardian: Test 1 Test 2

Relationship: Unknown

Is this person able to sign the form now?

Yes No

As the base school, I declare that I have read, understood and given consent to all matters contained in this form. I understand that my consent will remain valid while your students enrolment continues at BrisbaneSDE. *

Signature *

CLEAR

Date
22/8/2024



BACK

SUBMIT



BrisbaneSDE

Step by step ...

Unit 3: School Based Enrolment Process

The screenshot shows an Outlook email window with the following content:

Application Reminder for School Based Test 1 Test 1 Test - Secondary School Based - State School - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete **Archive** **Reply** **Reply All** **Forward** **Share to Teams** **Quick Steps** **Move** **Assign Policy** **Tags** **Editing** **Speech** **Language** **Zoom** **Protection**

Application Reminder for School Based Test 1 Test 1 Test - Secondary School Based - State School

BS Brisbane School of Distance Education <no-reply@enquirytracker.net>
To: LENNANE, Ami (alenn26) Sat 10/08/2024 6:00 PM

Follow up. Completed on Monday, 12 August 2024.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Parent/Guardian,

We noticed that you have not completed the Application for School Based Test 1 Test 1 for Brisbane School of Distance Education.

You can continue your application at any time by clicking the link in the button below.

[Resume Application](#)

Please feel free to contact us if we can be of assistance.

Kind regards,

Enrolments Team
Brisbane School of Distance Education



Step by step ...

Unit 3: School Based Enrolment Process

Confirming receipt of your Application for Brisbane School of Distance Education Test - Secondary School Based - Unit 3 Term 4 2025 - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams Quick Steps Move Tags Editing Speech Language Zoom Protection

Confirming receipt of your Application for Brisbane School of Distance Education Test - Secondary School Based - Unit 3 Term 4 2025

BS Brisbane School of Distance Education <no-reply@enquirytracker.net>
To LENNANE, Ami (alenn26)
Archive 21/09/2024
Thu 22/08/2024 12:30 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Test 1,

This is to confirm that we have successfully received your Application for One Test Student at Brisbane School of Distance Education.

ID Number: W3StKOXXouPkPtT8L5Gi
Submitted: 22/8/2024 12:29PM (Australia/Brisbane)
[View Submitted Application](#)

The next steps:

1. All enrolment applications are processed in order of date recieved. Students are places in classes were capacity allows.
2. We will advise you if were unable to support the student/s enrolment application.
3. If the enrolment application is supported a welcome email will be sent to the school email during the school holidays.
4. Our teachers will enrol the student in their course via Teams at the begining of the school year.
5. If the student is new in 2025 and coming from a non-state school, our IT department will be sending login information before the commencement of the school year.

Helpful Links:



BrisbaneSDE

Step by step ...

Unit 3: School Based Enrolment Process

Please select a student to continue or start a new application.

Student Name	Last Updated	Application Status	Action
Test Student 1 Part 2	22/08/2024 12:29	Not Started	START
Test student 5 Test 5	22/08/2024 12:29	Not Started	START
Test Student 1 Part 1	22/08/2024 12:29	Not Started	START
Test student 2 Test 2	22/08/2024 12:29	Not Started	START
Test Student 4 Test 4	22/08/2024 12:29	Not Started	START
Test Student 3 TEST 3	22/08/2024 12:29	Not Started	START
Test - Continuing Enrol 1 2024	22/08/2024 12:29	Not Started	START
School Based Test 1 Test 1	22/08/2024 12:29	Not Started	START
School Based Test 2 Test 2	22/08/2024 12:29	Not Started	START
One Test Student	22/08/2024 12:29	Submitted	VIEW

START A NEW TEST - SECONDARY SCHOOL BASED - UNIT 3 TERM 4 2025

Please enter Student details below

Student First Name *

Student Last Name *

START



EXCELLENCE IN VIRTUAL LEARNING



THANK YOU

PLEASE REMEMBER, **CONTACT US ON**
School_Based@brisbanesde.eq.edu.au

FOR ASSISTANCE





BrisbaneSDE

Compass

Will be trialling using Compass to record contact information for School-based supervisors.

Hope to run a trial with a small group of schools in Term 4.

More to come in this space.

Enrolments through Enquiry Tracker

- Introducing Ami Lennane – Team Leader, Enrolments