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Welcome

from the Executive Principal

Our Vision is to be The School of The Future

Our Mission is to provide highly engaging learning opportunities for each student with a focus on Innovation, Inspiration and Inclusion

We Value working collaboratively and strengthening our collective capacity with families and the community to enhance and progress each student’s learning and wellbeing

Dear Home-based Supervisors and Students,

I would like to warmly welcome you to Brisbane School of Distance Education (BrisbaneSDE).

Our school has a long proud history of providing a unique learning environment for students and their families who are located in a variety of settings across Queensland, Australia and the world. We are a leader in on-line delivery of learning for students and we are dedicated to excellence in teaching and learning through thoughtful innovation, inspiration and inclusion for each student who attends our school.

The school has a well-earned and impressive reputation amongst our school community and the wider educational community for the ability to cater for individual student needs. This approach to student learning is provided through flexible, individualised and quality curriculum programs, combined with a focus on the very important teacher-student relationship and Home-based Supervisor involvement.

Our school is well served by dedicated, enthusiastic, caring and committed staff who willingly and ably share their talents and abilities with students, families and other professionals. Teachers provide daily online lessons using leading edge ICT technologies and pedagogies. They follow up the teaching program by contacting students and families regularly to ensure engagement with the learning program.

A good school is not just built — it is created through the combined dedicated commitment of parents, students and staff all working together to achieve the very best for students. At BrisbaneSDE our staff, our families, and our school community, work together to shape the future direction of our school.

We hope that you find this handbook useful as a general introduction to the school and that you gain some appreciation of the pride we take in our school; our passion for excellence and the performance that we achieve. I encourage you to visit our school website to better understand how BrisbaneSDE can cater for your child’s learning needs.

I look forward to your family being part of our great school.

Judy Menary
Executive Principal
eKindy Queensland

The eKindy program operates under a different section of legislation to that which applies to distance education programs for students in Prep to Year 12. Eligibility requirements for registering for eKindy are different to those for enrolling in Prep to Year 12 programs delivered by the Brisbane School of Distance Education.

eKindy is a comprehensive 'at home' kindergarten program for children in the year before Prep. The program is supported by a qualified early childhood teacher and covers 15 hours of Kindergarten for 40 weeks a year (school terms only). The program aligns with the national Early Years Learning Framework and the Queensland Kindergarten Learning Guideline.

The BrisbaneSDE provides eKindy across the State. Each year, the eKindy program may be delivered from a number of schools of distance education (including Cairns, Mt Isa, Longreach, Charleville, Capricornia, Charters Towers and Brisbane).

Eligibility for registration

A child is eligible for eKindy if they turn 4 by 30 June in their kindy year and they or their parent/s are Australian citizens or permanent residents of Australia and they fit into one of the following categories:

- **Distance**: Their residence is at least 16 km by the most direct route by road from the nearest centre-based service catering to kindergarten-aged children.
- **Medical**: They have a medical certificate stating they are unable to attend a centre-based service for more than 10 consecutive weeks due to their health.
- **Travelling/Itinerant** lifestyle due to the parent's work: The child's principal place of residence is likely to change at least twice during the registration year; or the child will have to spend a period of at least 10 weeks, or a number of periods of at least two weeks that total at least 10 weeks, away from the child's principal place of residence during the registration year.

eKindy fees and financial assistance

eKindy is provided to eligible families at no cost. Overseas families are responsible for all costs associated with mailing of materials, telephone calls/conferencing and web conferencing.

eKindy families are also eligible for an ICT subsidy of $750 after they have been registered continuously for six calendar months in the eKindy program. The child and family must also maintain active engagement in the program. If they attend a Pod, some of the program must be completed at home to be eligible to receive the subsidy. BrisbaneSDE will provide information to families about claiming this subsidy in Term 3 as families become eligible.

A non-refundable fee of $50.00 is charged for additional 'on loan' items — four boxes of materials per year (one box each term). Families are not required to have these materials as part of their eKindy program.

When to register

A waiting list is opened at the beginning of May for the following year. Parents will then be sent the registration form when it becomes available in October. Registrations may be submitted at any time during the child’s kindy year. The minimum registration period is 10 weeks (one term). Children are allocated to a kindy group when a teacher is able to be appointed to support a group of children. The eKindy teacher supporting a child/family may be located at any school of distance education in the state.
How to register

It is helpful if registrations are submitted for:

• Semester 1 — By mid-January in the year the child is eligible to attend.
• Semester 2 — By mid-June in the year the child is eligible to attend.

Note: Registrations in Term 4 are not generally accepted, but will be assessed on a case-by-case basis. The registration form is available on the eKindy page on the BrisbaneSDE website.

Parents will need to provide proof of the child’s date of birth when submitting a registration form. Parents are also required to provide information to explain why they are eligible for eKindy (for example, the distance to the nearest early childhood service, medical certificate and/or details of travelling plans).

Other requirements

Families are required to have access to a personal computer, internet access, webcam, a telephone with a speaker/hands-free function and headset with microphone.

We recommend a 512k broadband connection. If this is not possible, a minimum of a 256k broadband connection is required.

Time commitment and attendance

The program involves families supporting their kindy-aged child to engage in a learning program for 15 hours each week. Parents are required to provide weekly feedback to their child’s teacher.

Parents also need to ensure their child attends scheduled web sessions (up to three x 20 minutes) each week.

Note: To maintain registration status:

• children must actively engage in eKindy experiences regularly, as negotiated with the child’s teacher
• parents must contact their child’s teacher weekly, where possible, but can negotiate fortnightly contact to share information about their child’s learning experiences and progress.

As places in the program are fully funded, registrations may be cancelled if families/children are not actively engaging as required. If families are not contactable by phone or email, an email and letter will be sent to the last known addresses and registration will be cancelled if no response is received from the family within two weeks of the date the email/letter is sent.

For more specific information about the eKindy program and materials, please visit the eKindy page on the BrisbaneSDE website, or use your QR reader on your phone. See below:
Prep to Year 12

Eligibility for enrolment

The general requirement for enrolment in the Brisbane School of Distance Education in 2019 is that the student seeking enrolment is:

• an Australian citizen or permanent resident; or
• a child of an Australian citizen or permanent resident; and
• a resident of Queensland with a Queensland address.

Proof of Queensland residency may be requested to support enrolment under some categories. This may take the form of a copy of electoral roll registration, current rates notice, or equivalent documentation.

Families seeking enrolment with BrisbaneSDE who are not currently residents of Queensland but residing in Australia, may present a case, in writing, to outline circumstances which exist that can be considered in making a determination in regards to enrolment. This information should be addressed to Senior Enrolment Officer and marked ‘Private and Confidential’. A determination will be made on an individual basis. Students are required to have access to a personal computer and internet access in order to receive all available services from the school. The school recommends a 1Mbps broadband connection.

Age requirements

Prep year

Prep year is the first year of schooling and provides the foundation of a child’s education. Prep year is a compulsory year of schooling for Queensland children. To be eligible for enrolment in the Prep program in 2019 the child must have been born between 1 July 2013 and 30 June 2014. Before enrolment can be accepted, proof of date of birth must be submitted, for example, a photocopy of birth certificate or baptismal certificate, clinic card or passport. Parents may apply for early entry to Prep through an application process or may make the decision to delay entry to Prep.

Early entry into Prep

Parents and carers of children may seek early entry to Prep for their child. The Education (General Provisions) Regulation 2006 states that the Principal may enrol a child in the preparatory year at the school, regardless of the child’s age, if the Principal is satisfied the child:

• had started education in another State or country that is equivalent to the preparatory year; and
• is ready for education in the preparatory year, having regard to the child’s attributes.

As part of an application for early entry, parents will need to provide evidence of the child’s aptitude and ability, social and emotional competence, physical development and level of knowledge and understanding that suggest Prep is an appropriate placement. Early entry to Prep will require an interview process and advice will be sought from early childhood providers who may have had contact with the child.

Parents should first discuss their intention to make an application with the Head of School Prep to Year 6. The Head of School will be able to provide information about the application process and possible sources of evidence.

Other year levels

A child will be enrolled into their age appropriate year level. Programming may be adjusted to accommodate a child’s individual learning needs.
When to enrol

Providing the eligibility for enrolment criteria is met, a student may seek enrolment with the BrisbaneSDE at any time. However, the following points should be considered when making an application for enrolment:

- It is recommended that the enrolment process is finalised in time for the student to commence from the beginning of the school year. Completed enrolment applications and continuing enrolment documentation for 2019 is to be received by BrisbaneSDE by November 16, 2018. This enables the student to receive the learning materials for the commencement of the school year, be allocated to the most appropriate class and timetabled for Scheduled Lessons (SLs).
- Should enrolment be sought after the commencement of the school year, it is recommended that the enrolment be commenced at the beginning of a new school term. This allows the student to make a smooth transition into the distance learning mode.
- Generally, it is not recommended that enrolment be sought for a period of less than 80 consecutive school days. Experience indicates that a student and the home-based supervisor require this period of time to make a successful transition to a distance mode of learning.
- A student may apply to enrol at any time. All enrolments must meet eligibility criteria.

How to enrol

An enrolment application form can be obtained from the BrisbaneSDE website on the New enrolments page or by contacting the Enrolments Section. An enrolment application must be completed for each student. Before enrolment can be accepted, proof of date of birth must be submitted, for example, photocopy of birth certificate or passport, if not previously enrolled in a DoE school.

Supporting documentation to accompany the enrolment application form must also be included when returning the enrolment application form. An enrolment checklist outlining supporting documentation required for each category is supplied with the enrolment application form.

Failure to include any of the requested supporting documentation will result in delays in processing the enrolment application.

Completed enrolment application forms should be:

Emailed: enrolments@brisbanesde.eq.edu.au or

Posted: Enrolment Services Section
Brisbane School of Distance Education
GPO Box 1308
BRISBANE Qld 4001
Categories of enrolment — Prep to Year 12

Schools of distance education are considered schools of choice and are available to any student who believes that the services offered meet their educational needs. A high degree of family support for the student is essential for the success of a home-based learner.

Distance education enrolment fees for the provision of distance education apply for home-based students. Students may be exempt from paying the enrolment fee for a distance education program on the following grounds:

- living in a remote area
- health/medical condition
- itinerant families
- exclusion
- suspension because of a charge for a criminal offence
- parental or carer responsibilities

Students who do not meet the criteria for exemption of the distance education enrolment fee may enrol as a home-based student on the following grounds:

- home-based student by choice (distance education enrolment fee applies)
- travelling overseas
- travelling Australia (distance education enrolment fee applies)

Distance education enrolment fee exempt categories

Living in a remote area (geographic isolation / distance)

This category applies where the student is unable to attend a local school due to the home location being in a remote area within the meaning of Section 49 of the Education (General Provisions) Act 2006. A student is deemed to be living in a remote area:

- Where the student's principal place of residence:
  - is at least 16 km from the nearest applicable school; and
  - is at least 4.5 km from a school transport service approved by the chief executive (transport) or a public transport service to the nearest applicable school; or

- Where the person's principal of residence:
  - is at least 16 km from the nearest applicable school; and
  - is less than 4.5 km from a school transport service approved by the chief executive (transport) or a public transport service to the nearest applicable school; and is:
    a. at least 56 km from the nearest applicable school using the route travelled by the transport service; or
    b. at least 3 hours travelling time a day from the nearest applicable school using the transport service.

The student's family must measure the distance from their property entrance to the nearest State educational institution providing an education program appropriate for the student:

- if there is no school transport service to the institution — by the shortest practicable route; or
- if there is a school transport service to the institution — by the total of the distance from the student's property entrance to the school transport access point and the distance travelled by the school transport service from that point to the institution.
Medical condition

A student who has a physical health problem or experiences a social/emotional condition of such severity that the student is unable to attend a local school on a full time basis for more than 80 consecutive school days may be enrolled with BrisbaneSDE where they submit a medical certificate stating this fact. Documentation to support an application for eligibility under the medical condition category must include a medical certificate from a relevant medical practitioner or a person registered under the Health Practitioner Regulation National Law to practise in the psychology profession, other than as a student.

Your school may provide BrisbaneSDE with supporting information for fee exemption under the medical category. Supporting information from your current school may expedite enrolment with fee exemption for medical reasons. See Medical Enrolment page of the school website for further information.

Itinerant lifestyle

A student has an itinerant lifestyle if the nature of the occupation in which the student or parent of the student is engaged requires a change in the student’s principal place of residence at least twice in the relevant school year. Refer to Section 53(2) of the Education (General Provisions) Act 2006 for further information.

Exclusion

A student who has been excluded from a State school under section 291 of the Education (General Provisions) Act 2006 or from certain State schools under Section 298 of the Act or is excluded from all State schools may be enrolled with BrisbaneSDE where supporting documentation is submitted.

Suspension for a charge — related criminal offence

A student who has been suspended from a State school under Chapter 12, part 3, division 2 of the Education (General Provision) Act 2006 on a charge related ground may be enrolled with BrisbaneSDE where supporting documentation is submitted.

Family circumstances — parental or carer responsibilities

A student who cannot attend a State school because the person is caring for their child or a child whom the student has or exercises parental responsibility or a student who is providing care for someone, other than a child, may be enrolled with BrisbaneSDE where a medical certificate stating that fact is provided.

Other categories of enrolment

Home-based learners (Distance Education Enrolment Fee applies to this category)

A student may be enrolled as a home-based learner where it is determined that the student does not meet the criteria of any other category but chooses distance education as the preferred education provider.

Travelling overseas (Distance Education Enrolment Fee does not apply to this category — courier fees apply)

This category of enrolment includes children of Queensland families who are travelling or temporarily residing overseas for a continuous period of 80 or more consecutive school days. Students must be children of Australian citizens who intend to return to Australia. Courier fees may apply. Please refer to our Fee Policy for further information.
Travelling within Australia (Distance Education Enrolment Fee applies to this category)

This category of enrolment includes children of Queensland families who are travelling within Australia for a continuous period of 80 or more consecutive school days. Children of families residing in one location within Australia for three months or more are no longer considered eligible for enrolment and are required to attend a local school.

Parents seeking to enrol their students under the ‘travelling overseas’ or ‘travelling within Australia’ categories must provide a comprehensive itinerary of their travel plans. After enrolment, the school must be informed of any changes to the itinerary so that materials can be sent to the appropriate address without delay. Incorrect addresses will cause significant delays with the return of lesson materials to students.

Fee policy

Department of Education (DoE) distance education enrolment fee

Home-based distance education students are charged an enrolment fee under Section 52 of the Education (General Provisions) Act 2006 unless they are exempt from payment or obtain a waiver of the fee. Each year, the regulatory fees for distance education are increased in line with the Consumer Price Index. The fee for 2019 is $TBC.

Students who have a choice of studying through distance education, or of attending a State school but choose distance education, pay an annual enrolment fee and are responsible for their own ongoing online costs. They are not eligible for government subsidies.

Distance education services do not commence until the enrolment fee or the first instalment of the Distance Education Enrolment fee is received.

Full or part payment of at least half of the fee ($TBC) is to be included with the remittance form along with enrolment application forms. Students may request a payment plan for the second payment ($TBC) by contacting the School Finance Section. The payment of this fee must be finalised by 31 May 2019.

Students who enrol after this date are required to pay the enrolment fee in full before distance education services can commence.

Exemption

Home-based students may be exempt from paying the enrolment fee for a distance education program on the following grounds:

- geographic isolation
- health/medical condition
- itinerant families
- exclusion or indefinite suspension
- parental/carer responsibilities.

Waiver

Home-based students who are enrolled in a program of distance education at a State school, and are not exempt from payment, can apply for a waiver of the fee under Section 54 of the Education (General Provisions) Act 2006. The waiver applies only to the school year for which it is granted. The Executive Principal of BrisbaneSDE may waive payment of the fee if satisfied the student is:

- undertaking distance education and would suffer a significant educational disadvantage if the student were not able to continue in the program; and
- that payment of the fee would cause financial hardship to the person liable to pay it.

The chief executive may also waive the fee if satisfied the waiver is appropriate and reasonable because exceptional circumstances exist in relation to the student. Applications for each student will be assessed on a case-by-case basis. See BrisbaneSDE website for application form.
Pro-rata refund

A home-based distance education student can apply for a partial refund of the enrolment fee. The enrolment of the student must cease before the end of first semester. The refund must be requested before the end of the first semester by completing the ‘Home-based Students Refund Application’ form available from the BrisbaneSDE website stating the reason/s for the application and the date the enrolment ceased. This form should be forwarded to the Enrolment Services Section of BrisbaneSDE. The fee may be partially refunded if, due to a change in personal circumstances, the student is no longer enrolled in the program of distance education. Personal circumstances may include a change in family circumstance that necessitates a move in residence to another location.

Refund applications will not be considered after the end of Semester 1. Refunds are pro-rated from the first day of the school year and are not pro-rated from the date of enrolment. Refunds will be determined after considering a recommendation from the school principal.

Where an applicant is not satisfied with a refund decision, parent/caregivers have 14 days after notification, to apply for a reconsideration of the decision. This application is to be lodged with the school principal.

Brisbane School of Distance Education charges

At BrisbaneSDE there are compulsory subject charges applicable to some subjects.

For students in Years 7 to 10 there is a compulsory charge for the Jacaranda e-textbook bundle (please refer to the remittance form included in the enrolment pack.

Payment of applicable subject charges must be included with the enrolment paperwork for the resources to be despatched. Please refer to the 2019 remittance form for the full list of subject charges.

BrisbaneSDE has recommended a voluntary contribution of $150.00 per child or $300.00 per family. The first $30.00 of each per child’s contribution and the first $60.00 from each family contribution will go directly to the school Discovery Centre. The remaining monies will go towards student technology support.

Courier fees (overseas enrolments only)

Overseas families can choose to use and pay for a courier service. Enrolments in Semester 1 must pay the full annual fees as listed on the ‘Overseas Delivery Information’ included in the enrolment package. Enrolments from Semester 2 onwards pay 50% of the listed fee.

Students may be entitled to a refund of unused courier fees. All refunds must be requested in writing. Parent/Caregivers must complete a Request for Refund form on behalf of the student/s to commence the refund process.

Tutorials / camps / enrichment days

Tutorials, camps and enrichment days will be funded through a ‘user pays’ system. Students will be sent an invitation and payment in full will be required prior to the event. The cost of tutorials and activity days will depend on the materials purchased. School camps will be on a full cost recovery basis. Students will be notified of the cost closer to the event.

Refunds of camp/excursion payments will be assessed on an individual basis. Some costs may not be refundable (for example, non-returnable payments already paid on behalf of the student).
Refunds

It is BrisbaneSDE’s preference to make refund payments directly into a nominated bank account. If details have been provided via the EFT bank details form, it is the person’s responsibility to ensure they update their bank account details with the school as necessary. The EFT bank details form is available on the school website. In the event that bank account details have not been provided or a student has cancelled their enrolment without, or prior to, providing bank account details, a cheque will be issued.

Any refunds will be paid to the person identified on the original invoice. Should this not be the person identified on the Supplementary Enrolment Form as having 100% financial responsibility for the student, notification in writing with both parties in agreement for the refund to be issued to the 100% financial responsible parent must be received with the refund request.

Subject fee refund

Please choose subjects carefully as there are no refunds on subject fees; partial refunds may apply to selected subjects upon return of resources/kit (please see Explanation of charges for more information).

Parents/caregivers must complete a Request for refund form on behalf of the student/s to commence the refund process.

Applications should be submitted to the Finance Team to be considered and processed.

Voluntary resource contribution

The school is resourced by the State Government through grant funding to provide a core educational service to students. Voluntary financial contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning.

If you wish to make a voluntary contribution please refer to the Voluntary Financial Contribution Information Sheet contained in the enrolment package. This explains in more depth the details of this contribution. The Voluntary Resource Contribution will not be invoiced and will not be a debt at any stage. You can allocate any amount as per the schools guideline or an alternative amount you see suitable on the students ‘Remittance Charges’ form.

No refunds will apply to the voluntary resource contribution.

Payment options

Introduction to BPOINT

BrisbaneSDE’s preferred payment option is now BPOINT online.

BrisbaneSDE staff can no longer take credit card details over the phone due to security reasons. However, we can direct your call to the secure BPOINT Payment by Phone Service.

Upon successful payment you will be issued with a receipt number which you will need to provide to the Finance Team by completing the relevant BPOINT Receipt box on the Payment Form/Remittance Charge Form.

For more information please visit the school website, BPOINT or contact the Finance Team.
Payment for School Fees upon enrolment

An individual Credit Reference Number (CRN) and Invoice Number will be supplied for each School Excursion or Activity where a payment is required.

You will be supplied with the generic BPOINT Payment combination according to the excursion/activity you have been invited to. Please see the Payment Option page which will be included with the excursion information. This page should be returned to the Finance Team to ensure payment is allocated and your space is confirmed for the event.

There may be an event where invoices are raised directly to families where a specific group have been invited to an excursion/event. Please use your unique Credit Reference Number (CRN) and Invoice number to make payment.

For more information please visit BPOINT on the school website.

Payment for excursions/activities

An individual Credit Reference Number (CRN) and Invoice Number will be supplied for each school excursion or activity where a payment is required.

You will be supplied with the generic BPOINT Payment combination according to the excursion/activity you have been invited to. Please see the Payment Option page which will be included with the excursion information. This page should be returned to the Finance Team to ensure payment is allocated and your space is confirmed for the event.

There may be an event where invoices are raised directly to families where a specific group have been invited to an excursion/event. Please use your unique Credit Reference Number (CRN) and Invoice number to make payment.

For more information please visit BPOINT on the school website.

Other payment options available

BrisbaneSDE will continue to offer traditional payment options as follows:

- Cheque/Money order made payable to Brisbane School of Distance Education
- EFTPOS or Cash in person as BrisbaneSDE (Monday to Friday; 8 am to 3:30 pm)
Financial assistance

Textbook allowance

BrisbaneSDE does not operate a textbook hire scheme therefore all students in Years 7 to 12 are eligible to receive the State Government Textbook Allowance. Students must be enrolled in a minimum of five subjects to receive the full Textbook Allowance. Part time students are eligible for a pro-rata Textbook Allowance.

To enable the allowance to be processed, the person identified on the Supplementary Enrolment Form as having 100% financial responsibility for the student, is required to complete an EFT bank details form available on the school website.

Failure to provide these details will delay payment. It is the responsibility of the financially responsible person to ensure the school has the most recent banking details at the time. To update the banking details at any time the financial person will need to complete the EFT bank details form and forward to the BrisbaneSDE Finance team.

Enrolments after 28 February 2019

If you have been enrolled at another school in 2019 prior to enrolling with BrisbaneSDE the Textbook Allowance will have already been claimed by the previous school. Therefore you will not eligible to receive an allowance through BrisbaneSDE. Contact your original school to enquire about a pro-rata refund of your Textbook Allowance. The refund should be sent to you and not BrisbaneSDE.

Computer hardware subsidy

A computer hardware subsidy of $250 per student is offered to all ‘Medical’ students and students ‘Living in a Remote Area’. The subsidy may be used to:

- purchase/lease a new or refurbished computer and/or related hardware, or
- upgrade an existing computer (e.g. adding memory, CDROM drive, scanner etc.), or
- replace an existing computer.

The student must be enrolled for a continuous six month period in order to be eligible for this subsidy. Students who have met the eligibility criteria will receive the payment towards the end of Semester 1.

To enable the subsidy to be processed, the person identified on the Supplementary Enrolment Form as having 100% financial responsibility for the student, is required to complete an EFT bank details form and forward the completed form to the BrisbaneSDE Finance team.

For more information contact the Community Engagement team.

Broadband internet subsidy

A subsidy of up to $500 per student per annum is offered to assist families of students ‘Living in a Remote Area’ in meeting the costs of broadband internet access and download charges for the home classroom.

The subsidy is provided to assist payment of monthly service fees for broadband internet. It is not intended for the purchase of infrastructure such as satellite dishes, although it is acknowledged that some broadband internet providers may combine infrastructure, access and download fees.

Failure to provide these details will delay payment. It is the responsibility of the financially responsible person to ensure the school has the most recent banking details at the time. To update the banking details at any time the financial person will need to complete the EFT bank details form.

Completed EFT bank details, with a physical signature should be returned to the Finance team.

For more information contact the Community Engagement team.
**Assistance for isolated children**

An allowance is payable for students who meet one of the following requirements:

- are geographically isolated from suitable government schooling; or
- suffer from a disability; or
- are from itinerant families

General information and application forms are available from Centrelink offices or by calling 132 318. Further information can also be found at Assistance for Isolated Children Scheme (www.humanservices.gov.au/customer/services/centrelink/assistance-for-isolated-children).

Payment of this allowance is dependent upon the regular attendance at scheduled lessons and the regular return of work.

**Abstudy (Aboriginal and Torres Strait Islander students)**

Financial assistance is available through Centrelink. Students who identify as Aboriginal or Torres Strait Islander should contact the nearest Centrelink office for further information.

**Youth allowance**

Youth Allowance is available to students between 16 and 24 years of age studying on a regular, full time basis. Assistance may also be available for students over 15 years of age who are homeless, orphans or refugees, or where other special circumstances exist.

Full time students must be enrolled in a minimum of four subjects. Four subjects is considered to be 75% of a full-time student’s workload. In order to retain Youth Allowance benefits, students must be working at a rate which satisfies the school’s workload requirements for each subject. This work rate is detailed in the Work Rate Calendar for each subject or as an absolute minimum, one submission of work per month in each subject is required and regular attendance at scheduled lessons in each subject.

Applications for Youth Allowance can be made at your nearest Centrelink office.

The work rate of students receiving benefits such as Youth Allowance, Abstudy and Assistance for Isolated Children, is regularly monitored by Centrelink. Full-time students who do not submit work or attend scheduled lessons regularly as specified by school Work Rate Calendars (or, as an absolute minimum, one submission per month in each subject) and/or who fail to meet the workload requirements in the required number of subjects, may have their benefits cancelled. Such students may also be required to repay benefits received for the period during which their work rate has been unsatisfactory. Students who decide to apply for benefits should therefore be prepared to be conscientious and work consistently or face the serious financial consequences which may result.

This school has no way of knowing how much time students spend studying at home. Therefore, the only way the school can certify that students are working at a satisfactory rate is through the amount of completed work that is submitted to the school and by monitoring the attendance at scheduled lessons. Work that is substantially incomplete cannot be credited and will be returned for completion.

A Work Rate Calendar is issued for each subject. These calendars provide a work schedule which, if met, will ensure that you are working at a satisfactory rate.

The absolute minimum amount of work that is acceptable is one submission per month in each subject (or three subjects in the case of specially approved benefits). However at this rate students will not be able to complete the course on schedule.

If students have problems with work submissions, the school needs to be advised in writing so that the problem can be officially recorded and addressed. Some consideration can be made for illness, but only if a medical certificate is sent to the school and the Centrelink office at the time of the illness.
Student photos for ID

Students are required to supply a digital photograph (head and shoulders) of themselves upon enrolment and each following year of enrolment. As BrisbaneSDE teachers and staff do not see our students regularly the photographs will be used as a way to identify students at activity days, sports days and exams to ensure the safety of all students on the school campus.

Students who are unable to forward a digital photograph should include a colour passport size photograph with the enrolment application or continuing enrolment documentation.

In all cases, the student's face must be clear. Please do not forward photographs where the student is wearing a hat or cap.

This photo will also be used for those students wishing to obtain a student ID card. If emailing the photograph separately to the enrolment documents, details of the student’s full name and date of birth must accompany the photograph.

The ID card will be issued when the enrolment has been approved. The cost of a Student ID card is $10.00 (including GST). Please refer to the remittance forms on the BrisbaneSDE website. The student ID is valid for the school year only.

Queensland Rail / Brisbane transport

On presentation of your Student ID card, a student concession can be obtained on Queensland Rail. Concessions are only available to full time students.

On presentation of your Student ID card, a student concession can also be obtained on Brisbane City Council buses and ferries. Concessions are only available to full time students living in the Brisbane metropolitan area.

Textbook supplies and equipment

In 2019 BrisbaneSDE is using Jacaranda LearnON Digital Bundle for all students in Years 7 to 10.

Jacaranda LearnON Digital Bundle is a high quality digital learning package of 16 engaging resources that comes with dedicated training and support, making it easy for schools to start or progress their digital teaching and learning journey. The Jacaranda LearnON digital bundle is available to use on any device, anytime, anywhere, allowing students 24/7 access to their educational content. The digital bundle provides parents with affordable digital educational content. The digital bundle includes nine Australian Curriculum titles across core subjects and six supplementary digital products.

The Jacaranda Bundle resource is compulsory for students in Years 7 to 10. Please refer to the appropriate year level remittance form. More information on the Jacaranda Bundle can be found at http://www.jacaranda.com.au/bundle/australian-curriculum/.

Some year levels require the use of support materials and textbooks in addition to the learning materials supplied by BrisbaneSDE. The obligation is on students to purchase their textbooks and other materials, as the school does not sell them.

A Book list explaining other requirements for each year level can be found on the school website.

The school recommends the following bookseller for textbooks and resource requirements. However families are not obliged to use this bookseller and can source materials elsewhere either locally or online.

The school’s preferred bookseller is:

<table>
<thead>
<tr>
<th>Post:</th>
<th>Symons Educational Supplies 127–129 Olympic Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Southport Qld 4215</td>
</tr>
<tr>
<td>Phone:</td>
<td>(07) 5531 3014</td>
</tr>
<tr>
<td>Fax:</td>
<td>(07) 5528 0582</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:info@symonsed.com.au">info@symonsed.com.au</a></td>
</tr>
<tr>
<td>Web:</td>
<td><a href="http://www.symonsed.com.au">www.symonsed.com.au</a></td>
</tr>
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</table>

Handbook for Home-based Students eKindy – Year 12
Scheduled Lessons (SLs)

At BrisbaneSDE, learning is delivered through scheduled on-line lessons. These lessons occur as part of a normal timetabled school day. Students are expected to attend all scheduled lessons. Scheduled lessons are delivered via a web conferencing platform and require internet access.

It is the policy of BrisbaneSDE to make recordings of scheduled lessons across all year levels and subject areas. These recordings remain available for a limited period after the completion of the lesson so that they can be accessed by students who are unable to participate in the scheduled lesson or for students who wish to review the lesson for revision purposes. Access to the recorded lesson is available to students via Blackboard Collaborate. This access is restricted to BrisbaneSDE students and is password protected. All recordings are made in accordance with the Department of Education (DoE) regulations.

When do students attend their SLs?

Prep to Year 6

Students are expected to attend school each day and will be timetabled into scheduled lessons for each learning area on a daily basis. These lessons will vary between 30–60 minutes depending upon the curriculum area and age of the students.

Lesson delivery times may be varied to suit timetabling requirements. All students will be advised of their scheduled lesson timetable by their class teacher(s).

Years 7 to 12

Students are expected to be available to participate in ALL lessons. Students will receive the timetables at the commencement of their enrolment outlining the time allocations to subjects. Further information regarding the time allocation and other essential information can be found in the Subject Guides on the BrisbaneSDE website.

Where does a student do these SLs?

Students attend their SLs from their own location.

What equipment is required to participate in SLs?

For students participating in web-conferencing, a computer, internet connection and computer headset with microphone are required. The school recommends a 1Mbps (minimum monthly quota of 5GB just for schoolwork) broadband connection. (see Suggested computer equipment below).

How is the audio (voice) component of these lessons delivered?

Headset with microphone. A student must have a headset with both audio and microphone. Headset without a microphone is not acceptable.

Suggested computer equipment

It is the responsibility of the family to provide computer equipment including headset/microphone. Quality noise cancelling headset/microphone that covers both ears should be sought. Blackboard does not presently support 5.1 and 7.1 surround sound headsets. You must use a headset that can be set to stereo. Options that could be considered include:

- Logitech ClearChat Comfort USB, approximately $37.00 from Umart (suggested supplier)
- Microsoft LifeChat LX-3000, approximately $34.00 from Kogan.com.au

Note: Prices are accurate at time of publication and may vary.
Assistive technologies

BrisbaneSDE has researched the use of digital pen and tablets in online Scheduled Lessons (SLs). The WACOM Intuos Pen and Touch Tablet Small — model no. CTH-490/K1-CX was seen as the best match for its affordability and usability. The Wacom Tablet retails from approximately $149.00 (prices are accurate at time of printing and may vary). There are three main reasons why students are encouraged to buy a tablet:

1. Triple their writing speed in lessons, particularly in Maths and Science lessons where a lot of symbols are used.
2. Research states there is less chance of Repetitive Strain Injury (RSI).
3. Research also states that children have better memory retention when writing with a pen rather than using keystrokes.

The purchase of the WACOM Tablet is not compulsory but would aid in the learning experience for students.

Suggested computer requirements

Access to a computer with CD drive and access to the internet. The following specifications for equipment and resources are recommended:

- preferred access to at least an i5 Class computer or AMD equivalent, with a clock speed of at least 2 Ghz, with minimum 2 Gigabyte of memory and a minimum 17” screen (external screen would be an advantage if using a small laptop when in a BrisbaneSDE online lesson)
- Intel Pentium processor or 100% compatible, with a clock speed of at least 2 Ghz
- CD/DVD drive
- printer
- broadband internet service for online access (minimum 1Mbps) (minimum monthly quota of 5GB just for schoolwork)
- USB flash drive
- external hard drive to back up work
- software Windows 8 or higher (not Windows RT8 or RT8.1)
- Acrobat Reader
- Microsoft Word 2003 or higher (available free through Office 365)
- Microsoft Excel 2003 or higher (available free through Office 365)
- Microsoft PowerPoint 2003 or higher (available free through Office 365)
- Internet Explorer, Mozilla Firefox or Google Chrome

Vision impaired students may be required to access additional software. It is recommended that JAWS 3.7U, 4.02 or better is used. Vision impaired students may require screen magnification software, for example, Zoom Text. Text to Speech system may be an advantage.

MAC computers: It is possible to use a Mac computer for most things. Files must be sent to the school in the formats mentioned below headed Digital Documents (please keep files small for email transfer). For some courses a Windows platform is needed to run the specified programs. Ensure in these cases you can dual boot to Windows. The courses that need Windows O/S are: Graphics Year 9 to Year 12, and Technology Year 8 and 9. Check with your teacher to confirm this.

iPads: Screen size will be very difficult to read for online lessons.

Tablets: will need to run all the above programs. Screen size will be very difficult to read for online lessons. It is possible to do school work on most tablets (excluding Amazon Kindle or Kindle Fire) but you will be unable to attend class as BrisbaneSDE does not currently have an Android or IOS app.

Note: Tablets or 2-in-1 laptops that use a Windows operating system will be able to access classes.

Parental Controls: If you intend to use Parental Controls on the computer, it is recommended you use the default Windows Parental Control system or Mac equivalent. Third-party programs have been known to cause issues (for example, Qustodio Parental Control).
Web-based courses — e-learning

On enrolment, all students are issued with a username and password for all Department of Education platforms (MIS email, The Learning Place) which enables them to access online courses, the school Discovery Centre and other learning and support materials. All courses are delivered online. Students have access to instructional materials, learning resources, chat groups, email connections and discussion boards. Teachers and students make use of these online communications and resources as an integral part of the schooling experience. It is important that students have reliable and regular access to the internet as all courses require students to download materials and submit work electronically.

Curriculum materials

Depending on the subjects and courses students select, a range of different curriculum materials and learning resources may be provided to students. All courses are delivered online and all curriculum materials can be accessed online. Some courses contain supplementary printed material which will be provided. Online learning materials may be supplemented with a range of other materials including (but not limited to) CDs, DVDs, text books, magazines, novels, plays and newspapers.

Using the internet

The use of the internet as a learning tool underpins the learning programs used in this school. Like any community based resource, there are responsibilities parents and students must be aware of when using the internet. Parents and tutors are encouraged to:

- ensure students are aware of the risks and benefits associated with the use of internet services and the measures within the home to minimise these risks
- develop intranet, internet and email usage guidelines
- prepare students to cope with unanticipated access to materials or people that may pose a risk

As part of the school's enrolment agreement, parents/carers also acknowledge the following:

- the internet can provide students with valuable learning experiences
- the internet gives access to information on computers around the world
- the school cannot control what is on those computers
- a very small part of that information can be illegal, dangerous or offensive.

Teachers will always exercise their duty of care. Protection against exposure to harmful information should depend finally upon responsible use by students. Students using the internet irresponsibly will be subject to appropriate action by the school. Please refer to the BrisbaneSDE Responsible Behaviour Management Plan on the website. Consequences for breach of rules relating to internet and email usage may include loss of internet access on the school's computers when onsite at BrisbaneSDE and suspension from attending scheduled lessons or exclusion from the school.

Electronic submission of school work

There is the facility for the electronic return of work using email, OneDrive, OneNote or the Learning Place, (for example, digital drop-box facility in Blackboard). However, before electronically submitting work it is recommended that students check with their teacher(s) to determine the suitability of electronic work return for that particular subject. Some subjects and/or tasks within subjects are better suited to electronic work return than others.

Electronic submission of work is through the relevant Blackboard subject course (for example, digital drop box, Wiki upload, assignment upload), teacher OneDrive, teacher email or class OneNote by the stated date as stated on the work rate calendar.
When returning work electronically students need to ensure a copy of the work is saved on their computer and USB storage device at least until after a result has been received for the work. **It is the responsibility of the student to ensure they have preserved copies of all work transmitted in the event of a transmission error occurring, and take a screen shot of any error to prove that submission was actually attempted.**

Please refer to the assessment policy on the [website](#).

**Digital documents**

Recommended formats for digital documents may include one of the following formats. Students are to check with their teacher for appropriate format prior to due date of submission of school work.

- `.doc` or `.docx` — Word document
- `.html` — web page
- `.xls` or `.xlsx` — Excel Spreadsheet
- `.pdf` — Adobe Acrobat format
- `.ppt` or `.pptx` — PowerPoint

Download your free Microsoft office 365: [https://login.microsoftonline.com/](https://login.microsoftonline.com/)

Note: Enrolled students will need to log in using their EQ email and password.

**Audio files**

Audio work will be accepted in the following formats:

- MP3 digital format
- WAV
- or in a format that can be opened in Windows Media Player.

**Visual files or scanned images**

Images are to be in one of the following formats:

- `.jpg` — jpeg (preferably)
- `.gif` (are also accepted but sometimes can be large)
- `.bmp` (are also accepted but are too large)
- `.AVI` — video
- `.Mpeg` — video
- `.WMV` — video
- `.MP4` — video

Video files must be in MP4 format with the following minimum settings:

- 150 kbps or greater or
- Display size 320 x 240

Video files may be sent to the school in CD-ROM, DVD or on a flash drive/USB drive if they are too large to upload.

If a submission is made but the attachment is blank or unable to be opened, it will not be accepted as being submitted by the due date. It is the student’s responsibility to ensure the document is attached and is in a readable format.

**Student email addresses for communication**

All enrolled students will use an official Department of Education (DoE) webmail address for communication with the school (for example, jsmit1@eq.edu.au). This address will be provided following enrolment. BrisbaneSDE staff will only communicate to the student’s DoE email address. Students must conform to the acceptable use of email. DoE email addresses can be monitored and retrieved if required. Using the DoE email address also allows the school to provide password resets as required.
Student attendance

Prep to Year 6

Attendance at scheduled lessons is an expectation of enrolment at BrisbaneSDE in all subjects that are offered as online scheduled lessons. The class teacher will monitor the attendance to scheduled lessons of each student. Students should attend each scheduled lesson timetabled in the weekly schedule. If a student is unable to attend a scheduled lesson it is the responsibility of the parent/caregiver to notify the school absence line (3727 2666) or email absences@brisbanesde.eq.edu.au.

Attendance in the distance mode of learning is indicated by return of work as outlined in the Work Rate Calendar for each subject. Schooling is compulsory from Prep to Year 6 (Primary) and all enrolled students are expected to attend all scheduled lessons and complete all subject work as directed by classroom teachers and scheduled in Work Rate Calendars. The class teacher will maintain a record of work return. Concerns in relation to non-return of work and/or non-engagement with the program will be referred through the Engagement Process to the Head of Department and if required to the Head of School. Parents/caregivers have a legal obligation under the Education (General Provisions) Act 2006 to ensure that their child is engaged in the educational program being provided by the school. The school will follow up reported cases of non-engagement/non-attendance.

Years 7 to 12

Attendance and engagement is monitored and followed up by teachers, Heads of Department, Year Level Coordinators and Administration. This includes scheduled lesson attendance and return of work.

In Years 7 to 9 all students are in the compulsory phase of schooling and must participate in all lessons and complete all course work as outlined in the work rate calendars and by due dates.

In Years 10 to 12, students must submit 100% of all assessment items to be awarded credit. If a student fails to engage appropriately, they may be asked to ‘show cause’ as to why they should be allowed to continue in the subject. Students who are post compulsory school age and who fail to adhere to the attendance and engagement processes of the school will have their enrolment reviewed.

In Years 10 to 12, all students must be on a minimum full QCE/QCIA pathway. Students not meeting this requirement, due to non-engagement may need to ‘show cause’ in regard to their continued enrolment. Support to plan any changes to a senior program is available by contacting the Senior Pathways team.
Home-based supervisor’s role

Prep to Year 6

It is an expectation that every student enrolled in Primary School is supervised and supported. The home-based supervisor is required to be of adult age (18 years and over). The success of a student in distance education relies heavily on the crucial role that the home-based supervisor plays in supporting the supervision and implementation of the program. A student is not able to be their own teacher and needs the ongoing support of the home-based supervisor. Before a decision is made to engage in the online learning provided by BrisbaneSDE, a prospective home-based supervisor needs to be aware they:

- must be present with the student during the day. (There are legal repercussions for parents/guardians/supervisors who leave students unattended for extended periods of time — particularly students of a certain age group)
- are responsible for support of curriculum delivery in partnership with the teacher
- respect that learning takes time and adheres to the expectation that students attend lessons comparable to a full school day
- are responsible for provision and maintenance of all hardware and software equipment required to engage with BrisbaneSDE
- are responsible for ensuring students meet the assessment requirements and the deadlines for submission of assessment
- are required to provide explanation for absence from scheduled lessons
- students will be required to participate in a variety of activities, including sports and learning experiences that will require active supervision of students by the home-based supervisor. The home-based supervisor accepts responsibility for the safety of the student during these activities.

If students have been exempted from scheduled lessons then it is the home-based supervisor’s responsibility to ensure weekly contact is made with class teacher.

Years 7 to 12

It is generally assumed that a student in Years 7 to 12 has developed skills to begin to operate as an independent learner. The main interactions guiding the learning process occur at the teacher-student level. (The role of the home-based supervisor becomes more of a supervisory and support role for the student.)

The home-based supervisor oversees student participation in the program, attendance at scheduled lessons and compliance with the Work Rate Calendar/Learning Guide requirements for each subject. If a deadline cannot be met, the home-based supervisor needs to discuss this with the relevant class teacher.

Home-based supervisors are encouraged to contact the school to discuss any issues relating to the program delivery.

Absences

Student attendance at scheduled lessons is one of the important ways the school gauges student attendance. All student absences must be reported as soon as possible. Student absences are recorded as explained and authorised, explained but unauthorised, or unexplained; as per Department of Education policy. Only absences for school/education purposes are able to be authorised by the Principal. All other absences (except for illness or bereavement) are not authorised. Students are required by the school to attend all scheduled lessons, as per their timetable and the subject work rate calendar, unless an approved exemption has been put in place.
Prep to Year 12 unexplained absences

BrisbaneSDE has a same day notification system for student absences. At the end of each school day an email will be sent to parents (on the email address provided to the school) informing them of the absence for each student who has an unexplained absence for a lesson. For primary school students, the email will inform parents of a student’s absence in the morning and/or afternoon session. For students who are in out of home care, contact via phone call, will be made with the student’s carer immediately after an unexplained absence is recorded. To avoid receiving these notifications please report your student’s absence on the morning of their absence. This notification system is in accordance with Department of Education policy.

Reporting a student absence Prep to Years 12

Option 1: Send a Text Message (preferred method)

Send a text message to the schools dedicated absence line 0427 771 204 including the student’s full name, reason for absence and date of absence. If the absence is only for part of a day, please state which period(s) the student will be absent. Please note this mobile phone number can only accept text messages and not incoming calls.

Option 2: Send an Email

Send an email to the school via absences@brisbanesde.eq.edu.au including the student’s full name, reason for absence and date of absence. If the absence is only for part of a day, please state which period(s) the student will be absent.

Option 3: Phone the school

Phone the student absence line on 3727 2666. If you reach the message bank please ensure you leave details including the student’s full name, reason for absence and date of absence. If the absence is only for part of a day, please state which period(s) the student will be absent.

Scheduled Lesson (SL) exemption

Scheduled lessons are an integral component of the education of students at BrisbaneSDE. Attendance at scheduled lessons is mandated upon enrolment. In some circumstances, caregivers can seek approval for exemption from attending SLs. This approval must be sought, in writing (by email), from the Head of School of the relevant sub-School — Application for Scheduled Lesson Exemption. Circumstances for which exemption from scheduled lessons may be approved include:

• severe medical conditions requiring hospitalisation
• attendance at training per an approved flexible arrangement (for example, Elite Sporting or Cultural Program, TAFE apprenticeship) supported by documentation such as a letter outlining training schedule
• travel to or residing in an overseas country where time zone differences do not align with SL times

Students and caregivers need to be aware that the inability to attend scheduled lessons means students do not receive the full benefit of course delivery. It is therefore very important that these students maintain weekly communication with their teachers and are supported and monitored in the home by their home-based supervisor. All classwork and assessment requirements must still be met in accordance with the work rate calendars.
Vocational Education and Training Years 10 to 12

Students undertaking Vocational Education and Training (VET) qualifications are required to attend ALL scheduled lessons in order that they demonstrate the development of their skills and knowledge. This enables BrisbaneSDE trainers and assessors to undertake observation of each student for the purpose of assessing competence for individual units of competency.

BrisbaneSDE as a Registered Training Organisation (RTO) delivering Vocational Education and Training qualifications

Brisbane School of Distance Education is recognised as a Registered Training Organisation (RTO # 1585) that operates within the principles and standards of the National VET Regulator (NVR). As an RTO, BrisbaneSDE is registered to deliver, assess and issue qualifications that fall within its scope of registration. The scope of registration indicates the vocational area, level of qualification and period of registration. BrisbaneSDE's registration is through the Queensland Curriculum and Assessment Authority (QCAA), as Delegate for the Australian Skills Quality Authority (ASQA).

BrisbaneSDE is committed to ensuring students are offered a range of learning experiences in order to attain the highest qualification possible. BrisbaneSDE aims to provide students with employment related skills and an understanding of the work environment, career options and pathways for further education, employment and lifelong learning.

BrisbaneSDE offers a range of VET courses which:

• respond to industry, community and employment opportunities
• ensure equity in access
• provide opportunities to work towards a nationally recognised qualification and articulation to further education
• provide students with the opportunity to participate in programs and activities which foster and develop enterprise skills.

Competency-based assessment

Assessment in VET is competency based. In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skills to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

Students are provided with numerous opportunities to demonstrate competency throughout the duration of the course. This could be through face-to-face observations, observations during the mandatory scheduled lessons, web conferencing sessions, competency conversations, folio submissions, response to questions, group work etc. Feedback is provided verbally, on assessment cover sheets, during online lessons and in the Blackboard Grade Centre. The terms Satisfactory or Unsatisfactory are used in relation to training activities. There are three possible results given in competency based assessment — competent, working towards competency or not yet competent. A result of ‘competent’ is only given when a full Unit of competency has been attained.

In order to gather further evidence of the student’s abilities, the student may be required to complete structured work experience/placement. (Note: the amount of work placement to be undertaken depends on the requirements of the certificate course — some courses require a specified minimum amount of work placement, for example, 120 hours.) Work placement enables the student to demonstrate competency at tasks that require specific equipment which he/she may not have at home, or complete tasks which involve activities that can only be experienced in a workplace, such as banking, mailing, dealing with customers, working with children.

Students are required to complete ALL units of competencies in a qualification to be awarded the full Certificate. If the full qualification is not achieved, a Statement of Attainment is issued listing the units of competency attained.
RTO Code of Practice

As a registered training organisation (RTO), BrisbaneSDE has agreed to operate within the ‘Standards for RTOs 2015’. These standards include a commitment to recognise the training qualifications issued by other RTOs.

Our school:

- recognises the importance of students receiving a broad-based education, comprising of both general and vocational education
- is registered with the QCAA to provide the relevant units of competency
- has in place an assessment policy that applies to all subjects offered at this school
- has a process for addressing any concerns, and offers access to a range of people who can provide advice and guidance about the vocational elements in the subjects offered (for example, teachers, Heads of Department, Special Education Program (SEP) staff, guidance officers and administrators).

Legislative requirements

BrisbaneSDE strives to meet all legislative requirements of the national regulator — The Australian Skills Quality Authority (ASQA). In particular, Workplace Health and Safety, Workplace Relations and Vocational Placement Standards will be met at all times.

Unique Student Identifier (USI)

A Unique Student Identifier, or USI, is an identifying code (letters and numbers) that provides access to an account into which records of vocational education and training are banked. This account follows an individual for life and allows easy retrieval of evidence. All students studying a certificate course, either with BrisbaneSDE, an External RTO or as part of an Apprenticeship/Traineeship, must apply for a USI.

To create a USI or obtain further information, refer to Unique Student Identifier website (www.usi.gov.au) and the USI page on the school website. Students are required to self-register to create their USI on enrolment or prior to commencing training.

Access and equity

All students will be enrolled in an ethical and responsible manner and consistent with the requirements of the curriculum, National Training Package and essential standards.

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

The BrisbaneSDE Language, Literacy and Numeracy indicative assessment tool is used to conduct testing for students enrolling in Certificate III courses. The LLN Indicative Test is used to ensure the student has the required LLN levels for the qualification and to determine what LLN support the student may need.

Quality management focus

BrisbaneSDE has a commitment to providing a quality service and a focus on continuous improvement. We value feedback from students, staff and employers for incorporation into future programs.

Client service

The BrisbaneSDE RTO has sound management practices to ensure effective client service. In particular we have client service standards to ensure timely issue of student assessment results and qualifications which will be appropriate to competency achieved and issued in accordance with national guidelines.

Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaints and Appeals Policy, and student welfare and guidance services. Where necessary, arrangements will be made for those clients requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients.

Our student information will ensure that all fees and charges are known to students before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.

External audit

BrisbaneSDE has agreed to participate in monitoring and audit processes required by the Queensland Curriculum and Assessment Authority.
Management and administration

BrisbaneSDE has policies and management strategies, which ensure sound financial and administrative practices. School Management practices guarantee the organisation's sound financial position. Students’ records are managed securely and confidentially and are available for student perusal on request. BrisbaneSDE, under the Queensland Department of Education, has adequate insurance policies.

The ultimate responsibility for the delivery of VET and compliance with the Standards for RTOs 2015 at BrisbaneSDE rests with the Executive Principal as Chief Executive Officer of the BrisbaneSDE RTO. Responsibility for day-to-day management of the RTO is delegated to the RTO Manager (Head of Department, Senior Business/Accounting/VET).

Marketing and advertising

BrisbaneSDE markets vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. This is in accordance with the ‘Standards for RTO 2015’.

Training and assessment standards

BrisbaneSDE has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.

Sanctions

BrisbaneSDE will honour all guarantees outlined in our Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulatory requirements, we may have our registration as an RTO withdrawn.

Complaints/appeals

Any person wishing to make a complaint against BrisbaneSDE concerning its conduct as an RTO/School, an appeal or other matter, shall have access to a complaints and appeals process that ensures the principles of natural justice and procedural fairness, as documented on the BrisbaneSDE website, VET page https://brisbanesde.eq.edu.au/Curriculum/Pages/Complaints-and-Appeals-.aspx.

The RTO Manager will maintain a ‘Register of Complaints’ which documents all formal complaints and their resolution.

All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If the school RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

Complaints or appeals can be made to any member of staff, either verbally or in writing.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) allows students to gain exemption from part or all of a course of study due to having previously learned skills and knowledge. The objective of the RPL process is to ensure that an individual’s prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. RPL is granted if the student is able to verify that they have achieved the elements of competency standards being assessed.

RPL is a formal process available to all students. BrisbaneSDE informs students of their ability to apply for RPL during induction and via the Student VET Handbook, and has an application form that students can complete if they wish to apply for recognition (available from the BrisbaneSDE website, VET forms page).
If a student decides to apply, he/she will have to provide evidence to support the application. Evidence may include examples of work, referees’ reports and certificates. The initial application for RPL may be successful or the student may be asked to provide more information, attend an interview, talk with teachers by telephone or complete a practical assessment.

Credit Transfer

When the student enrols at BrisbaneSDE, they will receive Credit Transfer for any vocational competencies previously completed as part of a VET course or an Apprenticeship/Traineeship.

Credit transfer can occur when students transfer from another provider/RTO to BrisbaneSDE part-way through their VET course or if they have achieved unit/s of competency in another qualification that are the same as/ equivalent to the unit/s of competency undertaken.

To obtain credit transfer for Units of Competency, students will need:
- to complete a Credit Transfer Application Form (located on the BrisbaneSDE website, VET forms page)
- provide copies (which can be authenticated) of the qualification with transcript or a statement of attainment;
- to submit the above to their teacher or directly to the RTO Manager/VET Coordinator for processing.

Work placement

Work experience / placement

Full-time school-age students over 14 years of age are offered the opportunity to participate in work experience. In addition, some VET courses require students to complete structured work placement. For example, CHC30113 Certificate III in Early Childhood Education and Care requires 120 hours placement. Check the subject guides to see which certificates require mandatory work placement.

Work experience provides students with opportunities:
- to understand the world of work
- to sample a variety of employment possibilities
- to prepare for the demands and expectations of the working world
- to support assessment and/or learning in a VET course.

Conditions

Students:
- must reside in Queensland
- must be 14 years of age
- may work a maximum of 30 days a year in one or more types of work
- must not receive payment from employer
- must have written consent from their parent/guardian before placement if they are under 18 years of age
- must have the placement negotiated/facilitated by BrisbaneSDE and must not commence placement until all documents are signed by student, parent, employer and the Principal
- must fill in the ‘Application for Work Experience Program’ and return it to the BrisbaneSDE to trigger the placement process
- must obtain their SmartMove Certificate (http://smartmove.safetyline.wa.gov.au) to fulfil the Workplace Health and Safety requirements prior to commencing their placement
- who wish to undertake work experience with children and young people, will need to apply for a Blue Card. Refer to www.bluecard.qld.gov.au

Students who wish to undertake work experience in the construction industry must have obtained a General Construction Induction Card. Refer to www.worksafe.qld.gov.au/construction/workplace-hazards/general-construction-induction.

During work experience, an indemnity policy is taken out by Department of Education, covering public liability for the employer, in case of accidental damage to property, goods or members of the public.

Contact the VET Department for further information.
Responsible Behaviour Plan for students (extract)

Context

Department of Education is committed to provisions that ensure all young Queenslanders have a right to receive a quality education. The Brisbane School of Distance Education Responsible Behaviour Plan is underpinned by the Department of Education Code of School Behaviour — Better Behaviour Better Learning.

The BrisbaneSDE Responsible Behaviour Plan is based upon a set of rights to be enjoyed by all members of the school community. These rights are associated with a set of responsibilities. School community members exercise choice in how they behave. However, with choice there are associated consequences. These consequences are made clear in the policy.

BrisbaneSDE Code

All members of the BrisbaneSDE school community can expect to enjoy the following rights:

- work together to obtain the best outcomes (Learning Right)
- be treated with, and treat others with courtesy, respect and fairness (Fair Treatment Right)
- take care of the safety of persons and property (Safety Right)
- ask questions, share ideas and express opinions and allow others to do so (Communication Right)
- show pride in your own achievements, the achievements of others and the achievements of our school (Positive Image Right).

Responsibilities

Responsibilities of students to:

- participate fully by meeting attendance requirements which are based on return of work as outlined in the subject work rate calendar, participate in scheduled lessons, engage with online course material make regular contact with teachers and attend at face-to-face school events/activities where possible
- become familiar with the BrisbaneSDE Assessment Policy and to comply with the requirements outlines
- act at all times with respect and show tolerance towards other students and staff
- follow appropriate protocols when engaged in online and teleconference sessions with teachers and other students as outlined in the Information and Communications Technology (ICT) User Agreement
- check Daily Notices on the BrisbaneSDE website at the start of each school day
- use their EQ assigned webmail address for all communications with the school and take efforts to maintain communication through regular clearing of emails
- work hard and comply with requests or directions from the teacher and other school staff members
- abide by school rules as outlined in the BrisbaneSDE Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (eg. Dangerous items such as knives)
- meet homework requirements as outlined in the 2018 Handbook for Home-based Learners (Kindy to Year 12)
- respect school property, including resources that are on loan.

Responsibility of parents/caregivers to:

- ensure your child participates fully in the educational program in which they are enrolled by meeting attendance
- refer to the Handbook for Home-based Learners, Kindy to Year 12 for further information
- ensure that any request for exemption from scheduled lesson participation is made, in writing, to the relevant Head of School
- ensure that explanation for temporary absence from scheduled lesson attendance and/or requests for extended absence from scheduled lesson attendance are communicated with the school
- ensure that you have read and understood the requirements outlined in school’s Assessment Policy (refer to Handbook for Home-based Learners)
• ensure you comply with your legal obligation regarding compulsory schooling — details are contained within s.176 and s.178 of the Education (General Provisions) Act 2006 (Qld) (‘the Act’):
  ◦ section 176(1)(b) of ‘the Act’ provides that each parent of a child of compulsory school age has the obligation to ensure their child is attending school on every school day, for the educational program in which the child is enrolled
  ◦ In 2007 Prep replaced preschool as the first year of school. Children must be 5 by 30 June in the year they enrol
  ◦ failure to comply with the obligation in s.176(1)(b) ‘the Act’, without a reasonable excuse, is an offence. If you are prosecuted for an offence, you are liable to a fine of up to $660.00 (6 penalty units) for the first offence, and up to $1,320.00 (12 penalty units) for each further offence
• ensure that your child has the necessary equipment (computer hardware and software, and internet connectivity) to be able to fully engage in an online, e-learning environment
• understand the school may record online lessons
• regularly check the BrisbaneSDE website for information relevant to school activities
• attend, where possible, open meetings for parents
• ensure all assessment conditions are met as outlined in the BrisbaneSDE Student Assessment Policy
• ensure that work submitted by students is their own
• inform the school of any problems that may affect your child’s ability to learn.

Responsibility of school staff to:
• design and implement engaging and flexible learning experiences for individuals and groups for delivery in an e-learning environment
• inform parents/carers/home-based supervisors regularly about how their children are progressing
• design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
• create and maintain safe and supportive learning environments in an e-learning context
• store recorded lessons in a password protected environment
• support personal development and participation in society
• foster positive and productive relationships with families and the community
• inform students, parents/carers/home-based supervisor about what the teachers aim to teach the students each term
• teach effectively and to set the highest standards in work and behaviour
• clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students
• ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
• provide quality and timely feedback to students on submitted work
• contact parents/carers/home-based supervisors as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
• deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management — State Schools
• treat students and parents with respect.

To find out more

A detailed copy of the BrisbaneSDE Responsible Behaviour Plan for Students can be accessed on the BrisbaneSDE website. It is an expectation that, at the time of enrolment students and parents/home-based supervisors will provide a signed Enrolment Agreement to conform to the BrisbaneSDE Responsible Behaviour Plan for the period of the enrolment.

It should be noted that any form of cyber bullying is expressly prohibited and carries consequences, as does the bringing of any weapon (e.g. blade or knife) onto school property.
Contact with teachers

Students at BrisbaneSDE are expected to be in regular contact with their teachers. This contact could be through scheduled lesson attendance, blogs, wiki, email, telephone or another approved method.

If students have an approved scheduled lesson exemption, they are required to watch lesson recordings, access Blackboard and make contact with their teacher at least once per week.

Returning work to teachers

The regular return of work as outlined in the subject Work Rate Calendar is a requirement of enrolment. Facilities exist for the electronic submission of work — refer to the section on Electronic Submission of Work in this Handbook. Non-compliance with regular return of work will affect academic rating and continued enrolment.

Prep to Year 6

Return of work is generally ongoing during the learning phase of a unit. There is an expectation that completed work is returned to the teacher upon completion. Generally, there is a culminating assessment task which is required to be returned at the end of each unit.

Years 7 to 12

Students must complete work regularly and submit as required for each subject they are studying.

All submitted work must be clearly identified. Most items to be submitted should be uploaded to Blackboard as this avoids the delay of postage and ensures a clear record of items submitted for both the student and teacher.

If submitting work electronically:

- file name should include student name and the name of the assessment task
- each item should be uploaded/sent as a single file unless indicated otherwise in task instructions.

If sending by post:

- staple all pages in the correct order (student’s name at the top of each page)
- ensure that student name and address is included on the back of the envelope, as well as a list of the subjects enclosed
- return work in the ‘Reply Paid’ envelope provided. Record the date you mailed the item on your Work Rate Calendar or in your school diary
- retain a copy of the student’s work before sending

All summative assessment items will be retained by the school for monitoring purposes.

Return of resources

After students have submitted their work:

- gather up any resources (for example, CDs, DVDs, pictures, photos, books), which had been sent to students, which were to be used in conjunction with online lesson materials
- if the resources are no longer required, mail them back to BrisbaneSDE using the mail stickers which had been sent
- if the resources are still required, keep them but remember to check the Date Due on the item. If the date has expired contact the Despatch / Discovery Centre and ask for an extension to save receiving overdue notices.
Contact with BrisbaneSDE

The school office is open between 8.00 am and 4.00 pm. During this time, teachers at this school are involved with scheduled lessons. If you need to contact your teacher you can send an email which will be answered as soon as possible. All staff contact details are available on the BrisbaneSDE website.

Personal visits

Students and parents are always welcome to visit the school and are encouraged to do so. Before your visit to BrisbaneSDE, please make arrangements with the teacher concerned, particularly if help is needed with any subjects. It is requested that interviews with Guidance Officers also be arranged prior to visiting the school. Students and parents are encouraged to visit the Discovery Centre. Discovery Centre visits need not be pre-arranged.

Students in Year levels up to and including Year 10 are not permitted on Campus unattended and without prior appointment.

2019 School Holidays

Students enrolled at BrisbaneSDE have the same holidays as those in other state schools. Parents intending to take holidays outside of school holidays are asked to advise their teachers so that alternative arrangements can be made for the return of school work.

School terms for 2019

School recommences: Wednesday 29 January 2019

- **Term 1**: 29 January – 5 April 2019
- **Term 2**: 23 April – 28 June 2019
- **Term 3**: 15 July – 20 September 2019
- **Term 4**: 8 October – 13 December 2019

Years 10, 11 and 12 have different finishing dates in Term 4. Details below:

- **Year 10 Term 4 finishing date**: Friday 29 November 2019
- **Year 11 Term 4 finishing date**: Friday 29 November 2019
- **Year 12 Term 4 finishing date**: Friday 15 November 2019

Parents are asked to refrain from taking their students out of school for holidays. Any holiday/absence for more than 10 consecutive school days requires approval of the Executive Principal.
Discovery Centre

The BrisbaneSDE Discovery Centre team consists of Teacher Librarians and Teacher Aides whose main aim is to help students, their parents/home-based supervisors and school staff. The Discovery Centre team assists students, families and teachers to gather and use information effectively, to select useful and interesting material and to provide opportunities for students to gain the skills necessary to become successful and independent lifelong learners, such as providing lessons on digital literacy and citizenship.

The Discovery Centre supports the school by providing:

- access to an extensive collection of resources that are current and relevant
- an extensive range of resources geared towards increasing student experiences in STEM subjects
- encouragement and development of reading through leisure and extension reading programs, book clubs, provision of information about authors, literature and literature based activities
- support for readers with resources for the Premier’s Reading Challenge
- an online catalogue
- access to online newspaper, magazine and subject specific databases, resources, online sessions and personal assistance for students with research-based assignment tasks
- optional access to eBooks from the Qld State Schools eBooks Digital Library.

The Discovery Centre team may be contacted by email, telephone or letter. Students are encouraged to visit the Discovery Centre when visiting the school.

General library resource information

General information on ‘How to Borrow’, ‘Using the Online Catalogue’, ‘Reserving resources online’, ‘Making requests’, ‘Length of loan’, ‘Returning resources’, ‘Referencing assignments’ and ‘Copyright’ can be found on the Discovery Centre online catalogue, which can be accessed via the BrisbaneSDE website.

Literacy Initiatives — leisure and extension reading selections

The Discovery Centre staff select resources to help support learning programs and literacy initiatives as well as for recreational reading. Students who wish to receive personalised reading resources from the Discovery Centre must complete a Leisure and Extension Reading Form at the beginning of each year.

These forms are available from your teacher, the Orientation material on the BrisbaneSDE website and from the Discovery Centre.

The Discovery Centre online catalogue also advertises lists of new books and subscriptions to monthly literature magazines.

Contact information

Postal address: Discovery Centre
GPO Box 1308
Brisbane Qld 4001

Email: library@brisbanesde.eq.edu.au

General: (07) 3727 2720
Fax: (07) 3727 2726

Hours: 7:45 am – 3:00 pm during school terms (closed school holidays and student free days)
Student Support Services

BrisbaneSDE provides Special Education Programs (SEP) that are operational across P–12 which develop and deliver opportunities focused on the individual success of each student.

Prep to Year 10

At BrisbaneSDE, our teachers deliver programs to students with diverse learning needs, including students with verified disabilities (Autism Spectrum Disorder, Intellectual Disability, Speech and Language Impairment, Vision Impairment, Physical Impairment, Hearing Impairment). Student learning is differentiated and in some situations, further individualised, to provide a quality curriculum that removes multiple barriers to student learning.

In P-10, differentiated learning occurs to enable students to access the Australian Curriculum alongside their same age peers. For a small number of students, individualised programs are delivered by our special education teachers where one or more of the following adjustments may be made: a reduced number of subjects; an alternative curriculum at a different age level; differentiated assessment and a reduced paced learning schedule.

Years 11 and 12

All students by the end of Year 10 will have a Senior Education and Training Plan (SET Plan), which is a plan that helps students structure their learning around their abilities, interests and ambitions. A number of pathways are presented during the process and students can either study towards the Queensland Certificate of Education (QCE) or the Queensland Certificate of Individual Achievement (QCIA).

At BrisbaneSDE, we have a dedicated team of QCIA teachers who deliver a full time individualised learning program to students. The QCIA adds to the suite of certificates that the Queensland Curriculum and Assessment Authority (QCAA) issue, and ensures that the educational achievement of all students can be reviewed and recognised in transition to post-school. BrisbaneSDE staff work with government and non-government organisations, industry, employers, tertiary providers and advocacy groups to support stronger partnerships between school and parents of students with a disability. To be eligible for a QCIA pathway, students must have impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors. Please note, a QCE pathway is always explored first to ensure the right decisions are made before entering a QCIA pathway.

Year Level Coordinators

Year Level Coordinators (YLCs) will:
• provide an extra point of contact for parents/students for non-curriculum issues other than the connections teacher
• facilitate a non-curriculum program to support the Health and Well-being of students
• liaise with teachers, HODs, parents/home tutors regarding welfare issues

Guidance Officers

There are three Guidance Officers at BrisbaneSDE who provide guidance and counselling services to students and their families (P–12):
• a developmental Guidance Officer
• a secondary Guidance Officer
• a secondary / careers Guidance Officer.

Guidance services include but are not limited to:
• contributing to the BrisbaneSDE whole-school approach to well-being and good mental health
• providing guidance to families and career counselling for students in senior schooling in:
• Year 12 post-secondary preparations and Queensland Tertiary Admission Centre (QTAC) applications;
• Year 10 Senior Education and Training Plans (SETP), in partnership with parents and
• developing and monitoring special provisions with students, parents, and BrisbaneSDE staff
• complex case management of students and referral to outside agencies as required
• psychometric assessment and evaluations to student learning and barriers to learning
• optimising access to curriculum and engagement in learning for all students
• supporting students with specialised health needs (e.g. mental health and disability)
• liaising with staff state-wide to determine the most appropriate educational options for students
• planning support programs assisting students to achieve positive outcomes.

Appointments to see a Guidance Officer can be made by direct contact with the relevant Guidance Officer.

Indigenous student support services

Teacher aide support is offered to students who identify as Aboriginal and/or Torres Strait Islander. The role of the teacher aide is to support the student once per week in their learning and engagement.

Enrichment activities

A range of additional services are provided within sub-schools to enhance learning. These include activities such as camps, enrichment days, excursions, sports days, swim schools, home visits and home tutor training. Details are available on the BrisbaneSDE website Events Calendar.

It is important to register for events by following links for registering on the BrisbaneSDE website.

School sport

BrisbaneSDE is affiliated with Education Queensland’s Primary and Secondary School Sport. Therefore students who are enrolled at BrisbaneSDE are eligible to enter school competitions and school trials in their home district organised by the Department of Education Schools and Regional Sports Officers. A list of available sports can be found on the Queensland School Sports website ([https://queenslandschoolsport.eq.edu.au](https://queenslandschoolsport.eq.edu.au)). Eligible students must be at least ten years old to enter Primary School trials.

Interested students or parents must in the first instance, contact one of the Health and Physical Education teachers at BrisbaneSDE. They will provide information on the nomination process. Parents should not attempt to nominate students for events through local schools unless the student is enrolled with that school.

2018 School Holidays BrisbaneSDE provides Special Education Programs (SEP) that are operational across Prep – Year 12 which develop and deliver opportunities focused on the individual success of each student.
Homework policy

Homework in a distance program may involve area
- completion of an incomplete task or a task left over from the day's lesson
- preparation for the next lesson — pre-lesson reading
- time for reading, for example, a novel for English
- time to develop study summaries
- time to work on larger projects or assignments
- time to revise for an upcoming test or exam
- ‘off the job’ training (VET subjects) which may require access of external resources.

The time that will need to be devoted to each of these tasks will vary from day to day and week to week. For example, closer to the end of a semester more time may be required on revision for tests or exams.

Department of Education has established a policy in relation to the maximum hours of homework over a week.

The policy recommends the following maximum homework hours over a week:
- Prep Year: Generally students will not be set homework.
- Years 1 to 3: Could be up to but generally not more than 1 hour per week.
- Years 4 and 5: Could be up to but generally not more than 2–3 hours per week.
- Years 6 and 7: Could be up to but generally not more than 3–4 hours per week.
- Years 8 and 9: Could be up to but generally not more than 5 hours per week.
- Years 10 to 12: The amount of time devoted to homework and independent study will vary according to the student’s learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan.

BrisbaneSDE recommends that students undertake homework within the recommended times specified at the year levels at which they are enrolled. This should enable return of work in accordance with work rate calendar requirements. Any concerns in relation to homework, in the first instance, should be directed to the class or subject teacher. Subsequent issues should be directed to the Head of Department of the relevant subject and year level.
Curriculum

BrisbaneSDE offers an innovative, online Prep to Year 12 curriculum catering for diversity and inclusivity through 70 minute lessons, delivered through web conferencing, from 8:00 am to 2:00 pm and a variety of digital platforms. BrisbaneSDE delivers the Australian Curriculum across Prep to Year 10. The Australian Curriculum is composed of eight learning that provide the focus for teaching and learning — Mathematics, Science, English, Humanities and Social Sciences, Technology, The Arts, Health and Physical Education and Languages.

Detailed information regarding BrisbaneSDE curriculum offerings are published annually on our school website for new and continuing parents and students to access. This information includes:

- **Subject guides**: Outlining time allocations, requirements and topics studied.
- **Work rate calendars**: Outlining unit plans, topics to be studied and a schedule of due dates for the submission of both formative and summative work.

In addition, the Australian Curriculum provides opportunities for the contribution and development of the seven general capabilities and three cross-curriculum priorities in each learning area.

The seven general capabilities are:

- Literacy
- Numeracy
- Information and communication technology competence
- Critical and creative thinking
- Ethical behaviour
- Personal and social capability
- Intercultural understanding.

The three cross-curriculum priorities are:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability.

The implementation of the Australian Curriculum is supported by:

- BrisbaneSDE Pedagogical Framework, IMPACT and faculty coaches
- BrisbaneSDE belief that our teaching and learning is focused on improving individual student outcomes
- the integration of ICTs offering new ways of working for young adolescents
- assessment that promotes complex thinking and problem solving.

The underpinning philosophies of our programs are to provide a supportive environment which will encourage students to realise their full potential.

The Years 7 and 8 curriculum is designed to build the foundations for future pathways where students are introduced to each learning area. In Years 9 and 10 there is more focus on developing the future pathways that are then studied in the senior phase of schooling.

The required core subjects and elective subjects which students study whilst in Year 9 and 10, offer students an opportunity to develop a wide variety of skills. Students are encouraged to select their subjects that suit their needs and potential post-schooling pathway. The elective options allow students to specialise in subjects or experience a wide range of subjects throughout Year 9 and 10. When students are in Year 10 they will be required to complete their Senior Education and Training (SET) Plan. This is preparation for the Senior Phase of Learning when students make decisions about their educational pathway while in Year 11 and Year 12.

Therefore please read the Subject Guides before completing your student’s subject selections for Years 9 and 10, and please consider the following:

- subjects that students find interesting are the best place to start.
students generally like subjects which they do well in. Therefore, Year 8 results can be a good guide to assist with decision making about electives. Conversely, it is harder to do well when students do not like what they are studying.

similarly, it is important to take into account the career opportunities and pathways open to students and consider the school subjects that each path requires. The Guidance Officers at BrisbaneSDE are a valuable source of information about career planning and subject choices — please do not hesitate to contact them.

Being aware of the required elective subjects on future careers is extremely important, particularly when choosing subjects for Year 11 and 12.

Note: BrisbaneSDE will endeavour to meet these selections however, if subject numbers are not large enough to form a class, students will be contacted to choose an alternative subject. Confirmation of subject selection will occur once enrolment forms with corresponding documentation have been submitted.

### Curriculum overview

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<th>Years 3 and 4</th>
<th>Years 5 and 6</th>
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<td>Students complete 20 units over the course of the year incorporating the following subjects:</td>
<td>Students study the following Australian Curriculum subjects:</td>
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<td>These subjects are embedded and integrated where appropriate in a play based framework.</td>
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### Years 7 to 9

**Embedding foundations for the future**

Students study the following Australian Curriculum subjects:

1. English
2. Maths
3. Science
4. Humanities and Social Science (HASS)
5. HPE
6. The Arts
7. Languages
8. Technology
Note: For detailed information about the delivery of subjects across the year, please see the Unit Sequence Plan for each year level on the [school website](http://www.brisbanesde.edu.au).

**eKindy**

eKindy is a comprehensive ‘at home’ kindergarten program for children in the year before Prep. The program is supported by a qualified early childhood teacher and covers 15 hours of Kindergarten for 40 weeks a year (school terms only). The program aligns with the national Early Years Learning Framework and the Queensland Kindergarten Learning Guideline.

**Prep to Year 6**

This sub school provides a learning pathway for students from Prep to Year 6. Prep is the first compulsory year of school. Years 1 to 3 continues the curriculum and teaching practices of the Early Phase of Learning and acknowledges the unique philosophy of pedagogical approaches that define Early Childhood Education. Years 4 to 6 programs place students at the focal point of the educational process with curriculum offerings and teaching practices that acknowledge student interests, skills and learning styles. The curriculum for students in Prep to Year 6 meets the requirements of the Australian Curriculum in the Learning Areas of English, Mathematics, Science, Humanities and Social Science (HASS), Technology (Digital and Design), The Arts and Health and Physical Education. Japanese is also studied in Years 5 and 6.

**Years 7 to 9**

Students enrolled in Years 7 to 9 are part of BrisbaneSDE the school. This sub-schools’ curriculum is currently being updated to meet the requirements of the National Curriculum with a focus on:

- reviewing the existing curriculum materials and updating the content
- identifying, developing and implementing new curriculum materials
- incorporating new ways to maximise student engagement with the curriculum through the best use of ICTs, involving online course delivery
- reviewing and implementing assessment strategies which are aligned to Junior Secondary years curriculum delivery

At the Year 8 level, the subjects English, Mathematics and Science are required to be undertaken by all students as year-long subjects. History, Geography, HPE, The Arts, Technology and a foreign language are to be undertaken as semester subjects.

At the Year 9 level, the subjects English, Mathematics and Science are required to be undertaken by all students as year-long subjects. History and HPE are to be undertaken as semester subjects. Students then choose elective subjects from Geography, The Arts, Technology or Languages.

All Year 8 and 9 students are required to undertake study in six subjects in each semester, unless a modified subject load has been approved by the Head of School or Guidance Officer.

**Language Studies**

BrisbaneSDE views language learning as vital to the academic, vocational, personal and social development of our students and to their ability to participate in today’s increasingly multicultural Australia and the wider world — one that is interconnected by technology as never before.

**Mandatory Language studies in Years 5, 6, 7 and 8**

There is a requirement that all state school students in Years 5, 6, 7 and 8 study a Learning Area (LA) language. Students in Years 5 and 6 will study Japanese only. Students in Years 7 and 8 are to select one language on the supplementary enrolment form.
For more information regarding each different language, please refer to 2019 Subject Guide. Students have options to study the same language or a different language each year. Different levels and topics are offered in each language so that students who choose to continue the same language over two or three years will be able to study different topics.

**Exemption from mandatory foreign language studies policy**

(for students in Years 5, 6, 7 and 8)

Exemptions will **only** be granted in exceptional circumstances, on a case-by-case basis to students:

- who have been identified as below the national minimum standard in literacy and/or numeracy as determined by the National Assessment Program Literacy and Numeracy (NAPLAN)
- who can show that they are already fulfilling the requirements of a school-based language program.

Examples could include:

- students living in a non-English speaking country where they are learning the language of that country.
- students who attend an after hours ethnic schooling program or already have equivalent levels of proficiency in a language.
- students for whom English is a second language. This could include recently arrived non-English speaking students and, in some instances, Aboriginal and Torres Strait Islander students.

Parents seeking exemption must do so, in writing, on the prescribed form. An Application for Exemption (Mandatory Languages) form can be obtained, on request, from the Languages Other Than English (LOTE) Coordinator. An exemption once approved, is only valid until the end of that school year. A new application must be made the following year, if necessary.

For other enquiries regarding language studies, please contact the LOTE Coordinator or Head of Department (Languages).

**Assessment and reporting**

Each BrisbaneSDE student, including school-based enrolments, receives a formal report at the completion of Semesters 1 and 2.

**Prep to Year 6**

A student folio is used to monitor and assess each student as part of the learning and teaching process. Information is gathered from scheduled assessment tasks, interaction during SLs and other opportunities for interaction to make valid and informed decisions relating to student’s progress, achievements, efforts and behaviour. Student work is moderated by teachers across the year levels to achieve consistency of achievement levels issued.

**Years 7 to 12**

Assessment in Years 7-12 is focused on providing parent/caregivers with meaningful information relating to the achievement of their child in each of the subject areas being undertaken. An assessment of effort and behaviour is also provided.

The A–E five point scale is used (except for VET subjects). Moderation of student work occurs at all year levels to ensure comparability of assessments.

**A:** Evidence in a student’s work typically demonstrates a very high level of knowledge and understanding of concepts, facts and procedures, and application of processes.

**B:** Evidence in a student’s work typically demonstrates a high level of knowledge and understanding of concepts, facts and procedures, and application of processes.
C: Evidence in a student’s work typically demonstrates a sound level of knowledge and understanding of concepts, facts and procedures, and application of processes.

D: Evidence in a student’s work typically demonstrates a limited knowledge and understanding of concepts, facts and procedures, and application of processes.

E: Evidence in a student’s work typically demonstrates a very limited knowledge and understanding of concepts, facts and procedures, and application of processes.

N: If a student receives an N, it means that insufficient evidence has been obtained to be able to make a valid assessment of their achievement.

**VET subjects** are reported as Working towards Competency (WTC) until the student achieves the final qualification.

**NAPLAN testing**

Students in Years 3, 5, 7 and 9 are required to participate in the National Assessment Program Literacy and Numeracy (NAPLAN). Arrangements are made to have students participate in this test either at BrisbaneSDE, a local school or some other negotiated location. Parents are required to seek official exemption through the Principal if they do not wish their child to participate in NAPLAN testing.

**Whole School Pedagogical Framework**


The Pedagogical Framework also encapsulates BrisbaneSDE’s vision of Inspiration, Innovation and Inclusion, and highlights the school’s commitment to a futures-driven curriculum, focusing on embedding 21st century skills across unit planning and lesson delivery from Prep to Year 12.
The Framework also reflects the six core systemic principles in the Department of Education State School Strategy and the curriculum cycle that interrelates roles, responsibilities and support for teachers. Supporting the BrisbaneSDE Pedagogical Framework is the IMPACT instructional model. This model focuses on maximising student success by delivering high quality learning and teaching episodes that balance independent and collaborative learning both online and offline. The pedagogical framework informs professional learning and instructional leadership at all levels.

**IMPACT**

Inspire, Model, Practise, Apply, Connect, Transform is our school-wide common language for quality learning and teaching.

The model enables teachers to use a repertoire of effective pedagogical practices that promote deep understanding, a sense of connectedness to the world, and promote the wellbeing of students while acknowledging, supporting and celebrating student difference. The model provides teachers with the flexibility to be creative and responsive with their practice. The 2018 BrisbaneSDE Pedagogical Framework has been reviewed and updated.

**Guidelines to selecting Years 10, 11 and 12 subjects**

Please refer to the [Subject Guide for Home-based Students — Years 10-12](#) on the BrisbaneSDE website.
BrisbaneSDE as a Registered Training Organisation (RTO)  
delivering Vocational Education and Training qualifications

Brisbane School of Distance Education is recognised as a Registered Training Organisation (RTO #1585) that operates within the principles and standards of the National VET Regulator (NVR). As an RTO, BrisbaneSDE is registered to deliver, assess and issue qualifications that fall within its scope of registration. The scope of registration indicates the vocational area, level of qualification and period of registration. BrisbaneSDE’s registration is through the Queensland Curriculum and Assessment Authority (QCAA), as Delegate for the Australian Skills Quality Authority (ASQA).

BrisbaneSDE is committed to ensuring students are offered a range of learning experiences in order to attain the highest qualification possible. BrisbaneSDE aims to provide students with employment related skills and an understanding of the work environment, career options and pathways for further education, employment and lifelong learning.

BrisbaneSDE offers a range of VET courses which:
- respond to industry, community and employment opportunities
- ensure equity in access
- provide opportunities to work towards a nationally recognised qualification and articulation to further education
- provide students with the opportunity to participate in programs and activities which foster and develop enterprise skills.

Competency-based assessment

Assessment in VET is competency based. In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skills to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

Students are provided with numerous opportunities to demonstrate competency throughout the duration of the course. This could be through face-to-face observations, observations during the mandatory scheduled lessons, web conferencing sessions, competency conversations, folio submissions, response to questions, group work etc. Feedback is provided verbally, on assessment cover sheets, during online lessons and in the Blackboard Grade Centre. The terms Satisfactory or Unsatisfactory are used in relation to training activities. There are three possible results given in competency based assessment — competent, working towards competency or not yet competent. A result of ‘competent’ is only given when a full Unit of competency has been attained.

In order to gather further evidence of the student’s abilities, the student may be required to complete structured work experience/placement. (Note: the amount of work placement to be undertaken depends on the requirements of the certificate course — some courses require a specified minimum amount of work placement, for example, 120 hours.) Work placement enables the student to demonstrate competency at tasks that require specific equipment which he/she may not have at home, or complete tasks which involve activities that can only be experienced in a workplace, such as banking, mailing, dealing with customers, working with children.

Students are required to complete ALL units of competencies in a qualification to be awarded the full Certificate. If the full qualification is not achieved, a Statement of Attainment is issued listing the units of competency attained.
RTO Code of Practice

As a registered training organisation (RTO), BrisbaneSDE has agreed to operate within the ‘Standards for RTOs 2015’. These standards include a commitment to recognise the training qualifications issued by other RTOs.

Our school:
- recognises the importance of students receiving a broad-based education, comprising of both general and vocational education
- is registered with the QCAA to provide the relevant units of competency
- has in place an assessment policy that applies to all subjects offered at this school
- has a process for addressing any concerns, and offers access to a range of people who can provide advice and guidance about the vocational elements in the subjects offered (for example, teachers, Heads of Department, Special Education Program (SEP) staff, guidance officers and administrators).

Legislative requirements
BrisbaneSDE strives to meet all legislative requirements of the national regulator — The Australian Skills Quality Authority (ASQA). In particular, Workplace Health and Safety, Workplace Relations and Vocational Placement Standards will be met at all times.

Unique Student Identifier (USI)
A Unique Student Identifier, or USI, is an identifying code (letters and numbers) that provides access to an account into which records of vocational education and training are banked. This account follows an individual for life and allows easy retrieval of evidence. All students studying a certificate course, either with BrisbaneSDE, an External RTO or as part of an Apprenticeship/Traineeship, must apply for a USI.

To create a USI or obtain further information, refer to www.usi.gov.au and the USI page on the school website.

Students are required to self-register at www.usi.gov.au to create their USI on enrolment or prior to commencing training.

Access and equity
All students will be enrolled in an ethical and responsible manner and consistent with the requirements of the curriculum, National Training Package and essential standards.

 Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

The BrisbaneSDE Language, Literacy and Numeracy (LLN) indicative assessment tool is used to conduct testing for students enrolling in Certificate III courses. The LLN Indicative Test is used to ensure the student has the required LLN levels for the qualification and to determine what LLN support the student may need.

Quality management focus
BrisbaneSDE has a commitment to providing a quality service and a focus on continuous improvement. We value feedback from students, staff and employers for incorporation into future programs.
Client service

The BrisbaneSDE RTO has sound management practices to ensure effective client service. In particular we have client service standards to ensure timely issue of student assessment results and qualifications which will be appropriate to competency achieved and issued in accordance with national guidelines.

Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaints and Appeals Policy, and student welfare and guidance services. Where necessary, arrangements will be made for those clients requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients.

Our student information will ensure that all fees and charges are known to students before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.

External audit

BrisbaneSDE has agreed to participate in monitoring and audit processes required by the Queensland Curriculum and Assessment Authority.

Management and administration

BrisbaneSDE has policies and management strategies, which ensure sound financial and administrative practices. School Management practices guarantee the organisation’s sound financial position. Students’ records are managed securely and confidentially and are available for student perusal on request. BrisbaneSDE, under the Queensland Department of Education, has adequate insurance policies.

The ultimate responsibility for the delivery of VET and compliance with the Standards for RTOs 2015 at BrisbaneSDE rests with the Executive Principal as Chief Executive Officer of the BrisbaneSDE RTO. Responsibility for day-to-day management of the RTO is delegated to the RTO Manager (Head of Department, Senior Business / Accounting / VET).

Marketing and advertising

BrisbaneSDE markets vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. This is in accordance with the ‘Standards for RTO 2015’.

Training and assessment standards

BrisbaneSDE has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.

Sanctions

BrisbaneSDE will honour all guarantees outlined in our Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulatory requirements, we may have our registration as an RTO withdrawn.

Complaints/appeals

Any person wishing to make a complaint against BrisbaneSDE concerning its conduct as an RTO/School, an appeal or other matter, shall have access to a complaints and appeals process that ensures the principles of natural justice and procedural fairness, as documented on the BrisbaneSDE website, VET page: https://brisbanesde.eq.edu.au/Curriculum/Pages/Complaints-and-Appeals-.aspx.

The RTO Manager will maintain a ‘Register of Complaints’ which documents all formal complaints and their resolution.
All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If the school RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

Complaints or appeals can be made to any member of staff, either verbally or in writing.

**Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) allows students to gain exemption from part or all of a course of study due to having previously learned skills and knowledge. The objective of the RPL process is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. RPL is granted if the student is able to verify that they have achieved the elements of competency standards being assessed.

RPL is a formal process available to all students. BrisbaneSDE informs students of their ability to apply for RPL during induction and via the Student VET Handbook, and has an application form that students can complete if they wish to apply for recognition (available from the BrisbaneSDE website, [VET forms page](#)).

If a student decides to apply, he/she will have to provide evidence to support the application. Evidence may include examples of work, referees' reports and certificates. The initial application for RPL may be successful or the student may be asked to provide more information, attend an interview, talk with teachers by telephone or complete a practical assessment.

**Credit Transfer**

When the student enrols at BrisbaneSDE, they will receive Credit Transfer for any vocational competencies previously completed as part of a VET course or an Apprenticeship/Traineeship.

Credit transfer can occur when students transfer from another provider/RTO to BrisbaneSDE part-way through their VET course or if they have achieved unit/s of competency in another qualification that are the same as/ equivalent to the unit/s of competency undertaken.

To obtain credit transfer for Units of Competency, students will need to:

- complete a Credit Transfer Application Form (located on the BrisbaneSDE website, [VET forms page](#))
- provide copies (which can be authenticated) of the qualification with transcript or a statement of attainment
- submit the above to their teacher or directly to the RTO Manager/VET Coordinator for processing.
Resolving issues of concern

The Department of Education understands the importance of communication between school and parents. Parents and community members play an important role in their student’s education and a strong partnership between parents and schools enriches the learning experience.

Introduction

At BrisbaneSDE effective partnerships between parents, students, the community and our school are important to educational success. We are committed to ensuring all parents and students have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents and students to work through any concerns they may have.

During the course of your student’s school years, you may have cause to make a complaint about an issue or concern you have with their education.

At BrisbaneSDE, we are committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your student to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner.

The following procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Write down your concerns. It is often helpful to have information to refer to when making contact.
2. Email or phone the relevant staff member to discuss your concerns with a view to a positive outcome.
3. If a positive resolution is not reached the relevant staff member or yourself may refer the concern to their Head of Department / Manager or the appropriate officer on your behalf.
4. The Head of Department / Manager or appropriate officer will make contact with you re the concern as soon as possible.
5. As a member of our community you may also contact a Head of Department / Manager or appropriate officer if you feel resolution has not been reached however you are strongly encouraged to contact the relevant staff member in the first instance.

You can raise your complaint via email to communityengagement@brisbanesde.eq.edu.au. Your complaint will be directed to the relevant Head of School to resolve your issue.

For comprehensive information about the Department of Education complaints policy, please refer to the following website http://education.qld.gov.au/parents/making-a-complaint.html.

Note: Facebook or any other forms of social media are not avenues for complaints and no staff member will respond to complaints through this method of communication.
Privacy statement

The Department of Education (DoE) through the Brisbane School of Distance Educations (BrisbaneSDE) collects information for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal–State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents

The collection of this information is authorised by ss. 155 and 428 of the EGPA 2006. Department of Education will disclose personal information from the enrolment forms to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld). Personal information from these forms will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government, Department of Education in compliance with Federal–State Government funding agreements.

Personal information collected on enrolment forms may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on the enrolment application forms or discuss how it has been dealt with, please contact BrisbaneSDE in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact BrisbaneSDE in the first instance.
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