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**Disclaimer statement**

Information contained in this handbook is correct at time of publishing. Any updates to this information will be available on the Brisbane School of Distance Education website.
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 well-being

Dear Parents, Caregivers and Students,

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

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 have over 3,000 students attending our school and over 300 staff.

Our school is a leader in on-line delivery. Teachers provide daily online lessons using leading edge ICT technologies and pedagogies. They contact students and families regularly to ensure engagement by all students in the learning program.

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.

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 the students. At BrisbaneSDE our staff, parents and the 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 can gain some appreciation of the pride we take in our school; our passion for excellence and the performance that we achieve.

I look forward to your family being part of our great school, the largest in Queensland.

Best wishes

Judy Menary
Executive Principal
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eKindy Queensland

NOTE: 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.

NOTE: eKindy children may attend a centre-based kindergarten service while registered for eKindy, as long as their place in the centre does not attract government funding. This usually means that children attend the centre for no more than 14 hours a week.

**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. BrisbaneSDE will provide information to eligible 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 – 4 boxes of materials per year (1 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 webpage 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 (e.g. 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, web cam, a telephone with a speaker/hands-free function and headset with a 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 3 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 webpage on the BrisbaneSDE website.

Or use your QR reader on your phone
Prep to Year 12

Eligibility for enrolment

The general requirement for enrolment in the Brisbane School of Distance Education in 2018 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 the 'Manager – Enrolment Services' and marked 'Private and Confidential'. A determination will be made on an individual basis. Residents of the Northern Territory and the Australian Capital Territory are not eligible to apply. 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 2018 the child must have been born between 1 July 2012 and 30 June 2013. Before enrolment can be accepted, proof of date of birth must be submitted, e.g. 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 2018 is to be received by BrisbaneSDE by November 24, 2017. 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 transfer from another school at any time, provided the eligibility requirements are met.

**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, e.g. photocopy of birth certificate or passport.

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 sent directly to:

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/distances)
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 16km from the nearest applicable school; and
  - is at least 4.5km 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 webpage 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 will 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 and Training (DET) 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 2018 is $1,448.00.

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 ($724.00) is to be included with the remittance form along with enrolment application forms. Students may request a payment plan for the second payment ($724.00) by contacting the School Finance Section. The payment of this fee must be finalised by 25 May 2018.

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; or
- 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.

**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 2018 remittance form for the full list of subject charges.

The BrisbaneSDE Parents and Citizens Association 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. The Request for Refund form is available on the school website – www.brisbanesde.eq.edu.au – Support & Resources - Forms and documents – Documents – Administrative – ‘Refund-home based resources’.

**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 however it should be in the $5.00 to $20.00 range. 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 (e.g. 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 Details Form, it is the person’s responsibility to ensure they update their bank account details with the school as necessary. The EFT (Bank Account) Details form is available on the school website – Support and Resources – forms and documents – Documents – Administrative – Electronic funds transfer details. 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 (as per advice on page 2 of remittance/invoice form).

Parents/caregivers must complete a ‘Request for Refund’ form on behalf of the student/s to commence the refund process. The Request for Refund form is available on the school website – www.brisbanesde.eq.edu.au – Support & Resources - Forms and documents – Documents - Administrative - ‘Refund’-home based resources.

Refunds will be considered and processed if received at the BrisbaneSDE Finance Section prior to the commencement of Semester 2 2018.

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. No refunds will apply to the voluntary resource contribution.

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. Students enrolled in four subjects will receive 80% of the allowance, three subjects will receive 60% of the allowance, two subjects will receive 40% of the allowance and one subject will receive 20% of the allowance. The allowance will be deposited directly into your account towards the end of Semester 1.

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 Details form available on the school website - www.brisbanesde.eq.edu.au – Support & Resources - Forms and documents - Documents - Administrative - ‘Electronic funds transfer details’. Forward the completed form to the BrisbaneSDE Finance Section. 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 ‘Electronic funds transfer details’ and forward to the BrisbaneSDE Finance Section.
Enrolments after 19 February 2018

If you have been enrolled at another school in 2018 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 Details form available on the school website - www.brisbanesde.eq.edu.au - Support & Resources - Forms and documents - Documents - Administrative - ‘Electronic funds transfer details’. Forward the completed form to the BrisbaneSDE Finance Section. 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 ‘Electronic funds transfer details’ and forward to the BrisbaneSDE Finance Section.

For more information contact the school on communityengagement@brisbanesde.eq.edu.au

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.

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 Details form available on the school website - www.brisbanesde.eq.edu.au - Support & Resources - Forms and documents - Documents - Administrative - ‘Electronic funds transfer details’. Forward the completed form to the BrisbaneSDE Finance Section. 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 ‘Electronic funds transfer details’ and forward to the BrisbaneSDE Finance Section.

For more information contact the school on communityengagement@brisbanesde.eq.edu.au

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 http://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 “head and shoulders” photograph 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 form. 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 2018 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 access 24/7 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 Parents and Citizens Association has an arrangement called a pre-pack system to assist with the purchase of textbooks and other materials.

The school’s preferred bookseller is:

Symons Educational Supplies
127-129 Olympic Circuit
Southport Qld 4215
Phone: (07) 5531 3014 Fax: (07) 5528 0582
Email: info@symonsed.com.au Web: www.symonsed.com.au.

Scheduled Lessons (SLs)

Scheduled on-line lessons are provided by teachers to teach the curriculum. 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 the Learning Place. This access is restricted to BrisbaneSDE students and is password protected. All recordings are made in accordance with the Department of Education and Training (DET).
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 course outlines on our website www.brisbanesde.eq.edu.au

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.

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 approx. $149.00 (prices are accurate at time of printing and may vary). There are 3 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, e.g. 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 programmes. Screen size will be very difficult to read for online lessons.

Web based courses – e-learning
On enrolment, all students are issued with a username and password for all Department of Education and Training platforms (MIS email, The Learning Place, One School) 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 our 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 or the Learning Place, (e.g. 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 (e.g. digital drop box, Wiki upload, assignment upload) 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. 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 www.brisbanesde.eq.edu.au.

Digital documents

Digital documents must be in one of the following formats:

- .doc or .docx – Word document
- .html – web page
- .xls or .xlsx – Excel Spreadsheet
- .pdf – Adobe Acrobat format
- .ppt or .pptx – Power Point

Download your free Microsoft office 365: 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 to blackboard.

If a submission is made but the attachment is blank or unable to be opened, will not be accepted as submission 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 and Training (DET) web mail address for communication with the school (e.g. jsmit1@eq.edu.au). This address will be provided following enrolment. BrisbaneSDE staff will only communicate to the DET email address. Students must conform to the acceptable use of email. DET email addresses can be monitored and retrieved if required. Using the DET 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 https://brisbanesde.eq.edu.au/Students/absences/Pages/Absences.aspx

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 the 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 and Training 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 and Training 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@brisanesde.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: P: 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 (link to form on website). Circumstances for which exemption from scheduled lessons may be approved include:

- severe medical conditions requiring hospitalisation
- attendance at training per an approved flexible arrangement (e.g. 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.

**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 course outlines 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 and Training, 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 and Training 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 and Training 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 web mail 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 (e.g. 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 (www.brisbanesde.eq.edu.au). 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.

Year 7 to 9

Students must complete work regularly and submit as per the Work Rate Calendar.

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 you have submitted work:

- gather up any resources (e.g. CDs, DVDs, pictures, photos, books) sent out to you to be used in conjunction with your online lesson materials
- if they are not required, mail them back to the Discovery Centre using the mail stickers sent to you
- if they are required again, keep them but remember to check the ‘Date Due’ on the item. If the date has expired contact the Discovery Centre and ask for an extension to save receiving overdue notices

Contact with BrisbaneSDE
The school office is open between 8.00am and 4.00pm. 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.

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
- pathways and resources to assist students with research based assignment tasks
- access to online newspaper, magazine and subject specific databases

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

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

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.

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, teachers deliver programs for students with disabilities (Autism Spectrum Disorder, Intellectual Disability, Speech and Language Impairment, Vision Impairment, Physical Impairment, Hearing Impairment). Student learning programs may be supported or individualised to provide the best education for each student.

In a supported program students access the Australian Curriculum at their same age with learning adjustments to engage students in the online classroom. Students undertaking an individualised program may experience any of the following based on their current: a reduced number of subjects; an alternate curriculum at a different age level; a highly personalised curriculum reducing restrictive practices and support for families to engage in the learning of their child through collaborative planning and management of learning outcomes.

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). BrisbaneSDE has a team of QCIA teachers who deliver a full time individualised learning opportunity for students. The QCIA adds to the suite of certificates that the Queensland Curriculum & Assessment Authority (QCAA) issue, and ensures that the educational achievement of all students can be reviewed and recognised in transition to post-school options. BrisbaneSDE staff work with government and non-government organisations, industry, employers and tertiary providers to support stronger partnerships between school and parents of students with a disability. A student is eligible to be offered and receive the QCIA if the student meets a number of requirements – one requirement is having significant impairment/s or difficulties in learning.

If you have any queries regarding access to these services please contact the Head of School – Special Education Services.

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:
• a developmental Guidance Officer for Prep to Year 7,
• a secondary Guidance Officer for Years 8 to 10, and
• a Secondary/Careers Guidance Officer for Years 11 to 12
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.

In addition, students are matched with a champion to ensure clear communication between the school and the home. In most instances, the champion will be one of the student's teachers. The champion will communicate with all subject teachers to check in on progress and if any further support is required. The champion will be the point of contact for non-subject specific issues for the student and will be the advocate to ensure a quality education is provided by BrisbaneSDE. The champion will connect in with the student and or family at least once per term to focus on student 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 and Training Schools and Regional Sports Officers. A list of available sports can be found on the Queensland School Sports website – [www.schoolsport.qld.edu.au](http://www.schoolsport.qld.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**

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 2018 are as listed** - School recommences: 22 January 2018

<table>
<thead>
<tr>
<th>Term 1:</th>
<th>22 January – 29 March</th>
<th>Term 3:</th>
<th>16 July – 21 September</th>
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<tbody>
<tr>
<td>Term 2:</td>
<td>17 April – 29 June</td>
<td>Term 4:</td>
<td>8 October – 14 December</td>
</tr>
</tbody>
</table>

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 Principal.
Homework policy

Homework in a distance program may involve:
- 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 e.g. 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 and Training 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 8:00am to 2:00pm and a variety of digital platforms. BrisbaneSDE delivers the Australian Curriculum across Prep to Year 10. The Australian Curriculum is composed of eight learning areas 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:

- Course outlines – 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 Year 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 course outlines 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 Years 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

<table>
<thead>
<tr>
<th>Prep</th>
<th>Years 1 and 2</th>
<th>Years 3 and 4</th>
<th>Years 5 and 6</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td>Students study the following Australian Curriculum subjects:</td>
<td>Students study the following Australian Curriculum subjects:</td>
</tr>
<tr>
<td>4. Humanities and Social Science (HASS)</td>
<td>4. Humanities and Social Science (HASS)</td>
<td>4. Humanities and Social Science (HASS)</td>
<td>4. Humanities and Social Science (HASS)</td>
</tr>
<tr>
<td>5. HPE</td>
<td>5. HPE</td>
<td>5. HPE</td>
<td>5. HPE</td>
</tr>
</tbody>
</table>

These subjects are embedded and integrated where appropriate in a play based framework.

Scheduled lessons focus on core concepts particularly literacy and numeracy.

Scheduled lessons increase in frequency as the year progresses, and student numbers in these lessons also increase.

Schedules lessons cover pre-reading, reading, phonics, numeracy and wellbeing.

Students participate in the following Scheduled lessons over the school day:
- **Literacy Block**
- **English**
- **Reading**
- **Maths**
- **Science**
- **History/Geography**
- **Wellbeing**

Students participate in the following Scheduled lessons over the school day:
- **Literacy Block**
- **English**
- **Reading**
- **Maths**
- **Wellbeing**

Students participate in the following Scheduled lessons over the school day:
- **Literacy Block**
- **English**
- **Reading**
- **Math**
- **Wellbeing**

**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 – [https://brisbanesde.eq.edu.au/Curriculum/Primary/Pages/Unit-Sequencing-Plans.aspx](https://brisbanesde.eq.edu.au/Curriculum/Primary/Pages/Unit-Sequencing-Plans.aspx).
<table>
<thead>
<tr>
<th>Years 7 to 9</th>
<th>Year 10</th>
<th>Years 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Embedding foundations for the future</strong></td>
<td><strong>Developing future pathways and transition phase</strong></td>
<td><strong>Future pathways to success</strong></td>
</tr>
<tr>
<td>Students study the following Australian Curriculum subjects:</td>
<td>Students study 6 subjects/semester:</td>
<td>Students study 5 subjects/semester</td>
</tr>
<tr>
<td>1. English</td>
<td>Required Core Subjects</td>
<td><strong>Required Subjects</strong></td>
</tr>
<tr>
<td>2. Maths</td>
<td>1. <strong>English</strong> - 3 contact sessions</td>
<td>1. English</td>
</tr>
<tr>
<td>3. Science</td>
<td>2. <strong>Maths/Advanced Maths</strong> – 3 contact sessions</td>
<td>- English OR English Communication</td>
</tr>
<tr>
<td>4. Humanities and Social Science (HASS)</td>
<td>3. <strong>Science</strong> – 3 contact sessions</td>
<td>2. Mathematics</td>
</tr>
<tr>
<td>5. HPE</td>
<td>4. <strong>History</strong> – 3 contact sessions (semester)</td>
<td>- Maths A, Maths B OR Prevocational Mathematics</td>
</tr>
<tr>
<td>6. The Arts</td>
<td>5. <strong>Health and Physical Education</strong>^ (semester)</td>
<td>Electives (choice) – please refer to Year 11 &amp; 12 Course Outlines (the courses offered are subject to change)</td>
</tr>
<tr>
<td>7. Languages</td>
<td>Electives (choice) – please refer to Year 10 Course Outlines (the courses offered are subject to change)</td>
<td>• Languages - Chinese, French, German, Japanese or Spanish</td>
</tr>
<tr>
<td>8. Technology</td>
<td>• Art</td>
<td>• The Arts - Dance (Studio), Music, Music Extension, Visual Art and Visual Art in Practice</td>
</tr>
<tr>
<td></td>
<td>• Civics and Citizenship</td>
<td>• Mathematics - Maths C</td>
</tr>
<tr>
<td></td>
<td>• Design and Technology</td>
<td>• English - Philosophy and Reason, English Extension</td>
</tr>
<tr>
<td></td>
<td>• Digital Technologies</td>
<td>• Humanities and Social Science - Ancient History, Modern History, Geography, Legal Studies, Economics, OR Social and Community Studies</td>
</tr>
<tr>
<td></td>
<td>• Foundations for Accounting and Business</td>
<td>• Science - Physics, Chemistry, Biology OR Science in Practice</td>
</tr>
<tr>
<td></td>
<td>• Health Education</td>
<td>• Technology - IPT, Graphics, ICT^ OR Certificate II IDMT</td>
</tr>
<tr>
<td></td>
<td>• Languages</td>
<td>• Certificate II in Skills for Work and Vocational Pathways</td>
</tr>
<tr>
<td></td>
<td>- Chinese, French, German, Japanese or Spanish</td>
<td>• Certificate III in Early Childhood Education and Care^</td>
</tr>
<tr>
<td></td>
<td>• Certificate I in Business</td>
<td>^ Denotes non OP subject</td>
</tr>
<tr>
<td></td>
<td>• Certificate I in Information Digital Media and Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Certificate II in Skills for Work and Vocational Pathways</td>
<td></td>
</tr>
</tbody>
</table>
**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). Japanese is also studied in Years 5 and 6. Subjects including Technology, The Arts, HPE, Civics and Citizenship and Economics and Business, will also be delivered.

**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 Foreign Language.

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.

**Senior Secondary – Years 10 to 12**

**Year 10** provides the gateway to the Senior Phase of Learning for young Queenslanders. During Term 3, each Year 10 student develops a Senior Education and Training (SET) Plan on the One School website. The SET plan helps students in Year 10 select possible careers and maps out the years 11 and 12 subjects needed for the student to achieve their intended career pathway. Year 10 students must study a minimum of six (6) subjects. Compulsory subjects are English, Mathematics, Science, History and HPE. Students then select elective subjects.

The Senior Phase of Learning **Years 11 and 12** provides students with a number of opportunities for success. All students must study an English and a Mathematics subject. BrisbaneSDE offers students many learning options and encourages a learning pathway that recognises a student’s academic interests and potential for success. It is our goal to work with students and their parent/caregiver to provide a Senior Program that is engaging and fulfilling and that will lead each young person to exceed their own expectation.
**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.

**Summary of languages offered** *

<table>
<thead>
<tr>
<th>Language</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>French</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>German</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Japanese</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Spanish</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**NOTES: ** ALL language students are expected to participate in Scheduled Lessons (SLs). NO exemption from participation in SLs will be granted.

**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, 6, 7 and 8 are to select one language on the supplementary enrolment form from the choices in the table above.

For more information regarding each different language, please refer to course outlines. 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 afterhours 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 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).
Each BrisbaneSDE student, including school based enrolments, receive an interim report at the end of term one and formal reports 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.


The Framework also reflects the six core systemic principles in DET’s ‘State School Strategy’. The focal point of the Framework is the IMPACT 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. At the centre of this framework sits the IMPACT model.
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 2017 BrisbaneSDE Pedagogical framework is currently under review, expected to be fully updated during 2018.

Guidelines to selecting Year 10 subjects

Thinking about Careers
Be sure to read Course Outlines carefully, particularly with regard to prerequisites for Year 11 subjects. It is helpful to have some ideas about possible career choices at this stage, even though you may change plans or review earlier decisions. Talk to the Guidance Officer for Year 10 and check the following sources of information on subjects, courses and careers:

- ‘Job Guide’ – Queensland and other careers information distributed to BrisbaneSDE students. Contact the Guidance Officer for information or go to www.jobguide.deewr.gov.au
- Queensland University Courses – Check the applicable university website for course information or the Queensland Tertiary Admissions Centre (QTAC) website: www.qtac.edu.au
- My Future – Australia’s career information service provided online and a great resource for exploring career interests and options, at www.myfuture.edu.au

Useful internet sites
- Queensland Curriculum and Assessment Authority – www.qcaa.qld.edu.au
- Queensland Tertiary Admissions Centre Ltd (QTAC) – www.qtac.edu.au
- TAFE Queensland – www.tafeqld.edu.au
- Careers Online – www.careersonline.com.au

There are also many web-based resources available through the Guidance Officers section of the BrisbaneSDE website.

After checking through this information, it is likely that you will come up with a list of subjects needed for courses and careers that interest you. If details are still unclear, check with your Guidance Officer.
Senior Education, Training and Employment Plan (SET Plan)

During Year 10, students explore career options and develop an individual Senior Education, Training and Employment (SET) Plan. All students will complete a SET plan during Year 10 to outline their individual plan for their senior studies. The SET plan is a document which can be revisited at any time throughout Senior. It is a plan to consider the learning options for Senior while considering future work study options.

The SET Plan outlines the individual student’s career goals and associated subject requirements. It maps out how the young person will work towards a QCE or Certificate III vocational qualification, and/or a viable work option during the senior schooling years (Years 10, 11 and 12). The SET Plan is agreed to between each student, the parents/carers and the school. It also helps students make good choices about what, where and when to study. The plan can be altered if the young person, with guidance, decides to change direction and explore different learning pathways.

The SET Plan is designed to:
- work as a ‘road map’ to help students achieve learning goals during the Senior Phase of Learning
- include flexible and coordinated pathway options
- assist young people to examine options across education, training and employment sectors
- help young people to communicate with personnel from the school/learning provider about their higher level (vocational qualification.

The aim of these changes is to better equip young people to fulfil their potential in a changing world.

Introduction—Senior Phase of Learning Years 11 & 12

In the Senior Phase of Learning at BrisbaneSDE we offer students many learning options and encourage a learning pathway that recognises a student’s academic interests and potential for success. It is our goal to work with students and their parent/caregiver to provide a Senior Secondary program that is engaging and fulfilling and that will lead each young person to exceed their own expectation.

What are the qualifications of Senior?

At the end of Year 12 your SEP (Student Education Profile) is issued by the Queensland Curriculum and Assessment Authority (QCAA). It includes your Senior Statement and (if you are eligible) your QCE (Queensland Certificate of Education), and if you are OP eligible your Tertiary Entrance Statement.

Once a SET Plan has been complete students will have an understanding of the possible options for senior. The process of completing a SET plan is very important as students are guided through the fundamental aspects of senior and most importantly students reflect upon their own interests and abilities. It is legislated that all students in Queensland will complete a SET plan.

At BrisbaneSDE all students will work towards the achievement of a QCE or a QCIA (Queensland Certificate of Individual Achievement).

What is a Senior Statement?

The Senior Statement is a student’s official record of learning. It is provided by the QCAA at the end of Year 12. The Senior Statement records all the learning achievements in a student’s learning account upon completion of Year 12.

What is a Queensland Certificate of Education (QCE)?

The QCE is a qualification awarded to young people at the completion of the senior phase of learning. The QCE confirms a student’s achievement of:
- a significant amount of learning
- a set standard of achievement
- literacy and numeracy requirements

The QCE recognises broad learning options and offers flexibility in what, where and when learning occurs.
Different types of learning attract different credit values. A credit is the minimum amount of learning at the set standard that can contribute towards the QCE. Students must have at least 20 credits to be awarded a QCE.

The QCE Credit Table (further on in this handbook) summarises the types of learning that count towards a QCE and their credit values.
Learning accounts
All learning undertaken and the QCE credit points achieved are recorded in a learning account. Each senior student has a learning account which is held at the QCAA. During Year 10 schools will open a learning account with the QCAA for each enrolled student. Learning providers such as schools, TAFE, traineeship providers, etc., must bank successfully completed courses into the QCAA learning account. As recognised activities and studies are completed, the credits are banked and the learning account grows, just like a bank account.

What is the QCIA?
The Queensland Certificate of Individual Achievement is issued by the QCAA to students who may find it difficult to complete Senior Authority and Authority-registered subjects. The QCIA is a negotiated individual learning program which is designed collaboratively by students, parents/caregivers and teachers design an individual learning program. It is a wonderful opportunity for teachers to work with families to support a student in meeting individually designed learning outcomes. Students who are on an Individual Education Plan (IEP) with the Learning and Student Support Department will receive additional information on the QCIA while in Year 10.

What is an OP?
The term OP stands for Overall Position and is a numeric value between 1 and 25 awarded by the Queensland Curriculum and Assessment Authority (QCAA) at the end of Year 12. OP 1 being the highest score and OP 25 the lowest score awarded.

The OP gives a student's rank order position based on overall achievement in Authority subjects.

Not eligible for an OP – What is the QTAC Selection Rank?
The QTAC Selection Rank pathway is different to the OP pathway and is very flexible as students may study Authority, Authority-registered or VET subjects/courses. Like the OP pathway it is a numeric value given to students at the end of Year 12. The QTAC Selection Rank is not calculated by QCAA but by QTAC. The QTAC Selection Rank is not mailed to students at the end of Year 12 but students are able to find out their QTAC Selection Rank by contacting QTAC upon completion of Year 12.

Even if you are OP ineligible you can still gain admission to many tertiary courses via the QTAC Selection Rank. It is important to meet any minimum entry requirements for tertiary courses. Students should carefully research tertiary interests to ensure prerequisite subjects are considered. For more information visit www.qtac.edu.au.

Planning your Senior program
It is important to choose subjects carefully as your decisions may affect not only the types of careers you can follow later, but also your success at school and feelings about school as well. Even though there are many factors to consider, choosing your course of study can be made easier if you go about the task calmly and logically, and follow a set of planned steps.

Overall plan - As an overall plan it is advised to choose subjects that:

- you enjoy
- you have achieved in or feel confident in achieving good results
- reflect your interests and abilities
- help you reach your career and employment goals
- will develop skills, knowledge and attitudes useful throughout your life
- will fulfil future tertiary course prerequisites.

There are many ways to move up the ladder within an industry or to change jobs as a result of further education or training. This section outlines some of the features of Australia’s education and training system that can help young people improve their job prospects or satisfaction over time. People who gain recognised qualifications have a better chance of obtaining jobs which offer the potential for more variety and, generally, higher levels of pay.

The Australian Qualifications Framework (AQF) (www.aqf.edu.au) has been developed to provide a national system for qualifications from the three education sectors in Australia – school, vocational education and training (TAFE and private providers), and higher education (universities).
It is possible to progress from one qualification level to another within a particular sector (e.g. Certificate IV to Diploma at TAFE) or from one sector to another (e.g. Diploma at TAFE to a Bachelor Degree at University) depending on results and institutional policies. The progression from one level to another is called articulation.

Depending on the qualification and field of study, students may gain credit (also called advanced standing) based on their previous course for part of their next course.

**What are the types of subjects/types of study in the Senior Phase of Learning?**

**Authority subjects** - Authority subjects can be used in the calculation of an Overall Position (OP) for tertiary entrance. Authority subjects are academic in nature and require intensive assessment and regular study. Students are required to adhere to the dates prescribed by the school for the completion of assessment items. Students must also find a supervisor who is prepared to supervise all tests. This assessment mode requires that all students seeking an OP must sit for the Queensland Core Skills (QCS) Test during Semester 2 of Year 12.

Students who do not achieve a Sound Achievement in a Year 10 subject may find related Authority subjects in Years 11 and 12 difficult.

A student's OP is dependent on how well they achieve in the chosen subjects. Students should choose subjects in which they have most chance of success. Many Authority subjects may be taken in Year 11 without prior study of similar subjects. It would be very difficult, however, to attempt subjects such as Mathematics B or C, Chemistry, Physics, Music and Languages without some successful background study in related Year 10 subjects.

**Authority-registered subjects** - These subjects cannot be used to calculate an Overall Position (OP) for tertiary entrance. However a selection rank can be calculated if a student has completed 20 semester units of Authority and Authority-registered subjects. These authority registered subjects are internally assessed. Students are assessed gradually over two years. This form of assessment requires students to adhere to the dates prescribed by the school for the completion of assessment items. Students must also find a supervisor who is prepared to supervise all tests.

**VET courses offered by BrisbaneSDE** - BrisbaneSDE offers the option of stand-alone VET qualifications. Certificate courses at AQF Level I, II, or III are offered and are nationally recognised. These are practical subjects that will prepare students for the workforce or for further vocational study.

Student achievement in accredited vocational education qualifications is based on industry-endorsed competency standards and is recorded on the QCE. Qualifications issued are recognised within the VET Quality Framework, and these may give advanced standing towards a traineeship or apprenticeship and/or credit on entry to higher level courses at TAFE institutes, other Registered Training Organisations (RTOs) and some tertiary institutions.

**School Based Apprenticeships and Traineeships (SATs)** - Department of Education and Training promotes School Based Apprenticeships and Traineeships (SATs) to students in Year 10, 11 and 12. This allows a student to be a BrisbaneSDE student and a trainee or apprentice. It is essential that any student who is interested in a SAT, contact the Guidance Officer for their year level to discuss career pathways, and/or Senior Pathways to ensure you have the correct core subjects. Be sure that you understand that apprenticeships and traineeships are legally binding formal agreements. When you sign these, you are agreeing to particular work and training requirements as is your host employer. More information about SATs can be found in the VET section of the BrisbaneSDE website.

**VET courses offered by TAFE and other Registered Training Organisations (RTOs)** - Students in Years 10, 11 or 12 have the option of participating in certificate courses offered by TAFE and other RTOs as part of their senior phase of learning. Students can elect to study a certificate course offered by these institutions as equivalent to one or more school subject/s. It is essential that any student who is interest in studying a certificate with an External RTO, contacts the Guidance Officer for their year level to discuss career pathways and/or Senior Pathways to discuss subject choices.
All subjects listed below contribute one (1) credit point per semester with a maximum of four points for four semesters of study towards the QCE if a minimum standard of Sound is achieved upon exit from the course.

<table>
<thead>
<tr>
<th>Authority Subject (OP Subject)</th>
<th>Year 11 (Sem 1 &amp; 2)</th>
<th>Year 12 (Sem 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ancient History</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Biology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Business Communication and Technologies</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Chemistry</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Chinese</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dance (Studio)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Economics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>English</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>English Extension*</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>French</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Geography</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>German</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Graphics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Information Processing and Technology (IPT)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Japanese</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematics A</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematics B</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematics C</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Modern History</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Music</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Music Extension*</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Philosophy and Reason</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Physics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Spanish</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Visual Art</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Music Extension and English Extension are only offered in year 12 and must be taken in conjunction with Music or English respectively.

<table>
<thead>
<tr>
<th>Authority Registered Subjects</th>
<th>Year 11 (Sem 1 &amp; 2)</th>
<th>Year 12 (Sem 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Communication</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Information Communication Technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematics – Prevocational Mathematics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Science in Practice</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Social and Community Studies</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Visual Art in Practice</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Stand-alone VET subjects (Each student selecting a VET subject is required to submit a VET Student Agreement at time of enrolment, and a VET Late Enrolment Checklist if enrolling after the course has commenced. Students must also create and supply their Unique Student Identifier (USI) on enrolment.)

Brisbane School of Distance Education (RTO # 1585) as the Registered Training Organisation:

<table>
<thead>
<tr>
<th>VET Subject</th>
<th>Year 11 (Sem 1 &amp; 2)</th>
<th>Year 12 (Sem 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20115 Certificate II in Business</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ICT20115 Certificate II in Information, Digital Media and Technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNS20115 Certificate II in Financial Services</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FSK20113 Certificate II in Skills for Work and Vocational Pathways</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BSB30115 Certificate III in Business</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Cairns Training Academy (RTO # 30857) as the Registered Training Organisation:

<table>
<thead>
<tr>
<th>VET Subject</th>
<th>Year 11 (Sem 1 &amp; 2)</th>
<th>Year 12 (Sem 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30113 Certificate III in Early Childhood Education and Care</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Refer to the Course Outlines for Years 11 and 12 on the BrisbaneSDE website. Choose a combination of subjects that suit your needs/abilities.

Subject availability - Enrolment in subjects is determined by the availability of staff and class sizes.

Time commitment - This refers to hours of instruction per semester. Subjects are designed to provide 55 hours of instruction per semester as required by the Queensland Curriculum and Assessment Authority (QCAA). This can be interpreted as 5 hours per subject per week. Students will need to allocate additional time to complete course requirements and for revision. Additional time required will vary for individuals.

Recommended prerequisites knowledge or achievement - The prerequisites to study some Year 11 and 12 subjects are listed in the Course Outlines for Years 11 and 12. Students who do not have prerequisite subjects but who have other relevant experience must contact the school and discuss this with the Head of Department prior to lodging an enrolment application.

Length of courses - Fulltime students take two years to complete studies towards a Queensland Certificate of Education (QCE). Extending senior studies to three years may be possible for medical students or students with extenuating circumstances. Contact Senior Pathways for further information.

Number of subjects - A fulltime course in the senior school consists of five subjects. For students to be eligible for an Overall Position (OP), five Authority subjects are required – three of which must be studied over four semesters. To obtain an OP score, students must also sit the QCS test.

VET Courses - All VET courses require internet access and 100% attendance in scheduled lessons in order for competency to be demonstrated and observed by the trainer/assessor – no exemption from scheduled lessons will be approved. Most courses also require work placement for a designated amount of hours in order for third party verification to be obtained. Please check with the HOD VET or course outlines for requirements before selecting a VET Course.

NOTE: Any reduction in the number of subjects studied requires consultation with the Senior Pathways team /Senior School Guidance Officer.

Nature of Assessment Years 11–12
Students studying in Year 11 or Year 12 are internally assessed. Under this option, teachers at BrisbaneSDE teach and assess all work.

The assessment occurs gradually over two years. While students may be required to sit for examinations, a range of test instruments, including oral presentations and assignments are used in most subjects. Students must:

- find a qualified, independent supervisor who is prepared to supervise all tests according to details supplied on enrolment
- be prepared to submit all required formative work and summative assessment items by the due dates

What do I need to do to be eligible for an OP?
You must:

- study five Authority Subjects, three of which must be studied continuously for four semesters (two years)
- attend mandatory, timetabled QCS test preparation
- sit for the Queensland Core Skills Test in Year 12.
Queensland Core Skills (QCS) Test - Only students in Year 12 are eligible to sit for the QCS Test. OP eligible students must sit the QCS Test, unless they have written exemption from the QCAA. If students are unsure as to whether to sit the QCS Test, or apply for exemption, they should discuss the issue with either the Head of Senior Pathways or the Senior School Guidance Officer upon enrolment into Year 12. Students who are OP ineligible may also sit the QCS Test to help improve their selection rank. OP ineligible students must indicate their intention to sit the QCS at time of enrolment.

To ensure that students achieve the best outcome in the QCS Test, BrisbaneSDE provides a proven test preparation program. All OP eligible students are required to attend the QCS preparation sessions. This program is built around students completing two practice QCS Tests and engaging with BrisbaneSDE prepared materials. The practice tests will be held in February and in late June. These tests will be held at BrisbaneSDE, but students unable to attend may complete them at home. The practice tests are marked by ‘Mighty Minds’ who employ qualified QCS Test markers. For the benefit of students, feedback will be provided from these practice sessions by ‘Mighty Minds’. ‘Mighty Minds’ can also provide additional support to strengthen areas of weakness identified by the practice tests.

Students can sit for the QCS Test at BrisbaneSDE. Students who reside outside of Brisbane can sit for the QCS Test at a local high school. It is important to note that Queensland high schools are the only test centres.

Variable Progression Rate (VPR) programs - The QCAA allow students with special circumstances to undertake their senior program over additional time if required. A three year course of study for Years 11 and 12 can be negotiated with the Senior Pathways team or the Senior Guidance Officer if required.

BrisbaneSDE Secondary Assessment Policy

In order to ensure equity and parity of assessment for all students undertaking studies BrisbaneSDE has developed an assessment policy which is underpinned by the Queensland Curriculum and Assessment Authority (QCAA) policies.

Rationale

A core value at BrisbaneSDE is ‘maximising learning potential’; therefore, we strive to achieve the best educational outcomes possible for our students. Good assessment is intimately linked to the teaching and learning processes in a course of study. The purpose of assessment is to provide timely feedback, as well as to measure a student's success in engaging with their learning experiences.

Assessment Completion Policy

Years 7 to 10

Students in Years 7 – 10 are expected to complete all summative assessment items from the date of enrolment at BrisbaneSDE.

Years 11 and 12

In order to ensure equity and parity of assessment for all students undertaking senior studies, BrisbaneSDE has developed an assessment policy which is underpinned by Queensland Curriculum and Assessment Authority (QCAA) policy. The expectation is that all Year 11 and 12 students are working towards either a QCE or QCIA. For students to demonstrate success in their learning, a 100% completion policy for all assessment items is required, as stated in the QCAA A-Z of Senior Moderation.

Monitoring of Assessment Items

Evidence of planning is required by the QCAA A-Z of Senior Moderation to demonstrate students’ authorship of assessment tasks. Each assessment item will contain clear guidelines and specific dates for progress checks to allow for feedback before the final assessment is submitted. Therefore, it is a mandatory requirement that all students submit a draft, or work relating to a summative task, as outlined on the task sheet and the work rate calendar.

Students who do not meet draft dates will be required to submit a draft at the earliest opportunity. Parents/guardians will be notified.

Submission of Assessment Items

UNSUPERVISED assessment (assignment)

Assignments must be submitted on or before 5pm on the scheduled due date unless an extension has been approved. Electronic assignments must be submitted via the Blackboard course or EdStudio. Paper assignments must be postmarked by 5pm on the due date. Responses where a student has not adhered to the conditions of the assessment item, including submission deadline and task requirements, may be partially assessed or not assessed.
SUPERVISED assessment (exam)
All supervised assessment must be administered by an approved supervisor. This must be a professional person, unrelated to and not living with the family. This is to ensure equity and parity of assessment conditions for all students. A list of approved supervisors is available on the BrisbaneSDE Supervisor Nomination form. This form must be completed at the time of enrolment.

Exams must be submitted on or before the scheduled due date by 5pm unless an extension has been approved. Electronic exams must be submitted via the Blackboard course or EdStudio. Paper exams must be postmarked by 5pm on the due date. Students who nominate BrisbaneSDE as their supervisor must sit the exam at the time allocated on the published BrisbaneSDE exam timetable.

Responses where a student has not adhered to the conditions of the assessment item, including submission deadline and task requirements, may be partially assessed or not assessed.

Extensions
Request for Extension forms must be completed and submitted by the parent or supervisor, to BrisbaneSDE through the email address: assessmentextension@brisbanesde.eq.edu.au at least one week before the due date. If sudden illness, accident or other unforeseeable event prevents a student completing a supervised assessment (exam) on or before the due date, they must complete and submit the form immediately and notify their teacher.

Request for extensions on summative assessment items will be considered only in the special circumstances outlined below:
- Extended illness prior to a due date of an assessment - medical certificate required
- Illness on the date of a supervised assessment(exam) - medical certificate required
- Bereavement- parental/guardian written communication required

Representation in a regional or state competition- parental/guardian written communication required.

Non-submission and late Submission
‘In cases where students do not submit a response to an assessment item by the due date, judgments will be made using evidence available on or before the due date’ (A-Z of Senior Moderation, Section 1.1). In the case where there is no evidence available on or before the due date (ie. neither a draft nor a final response has been submitted), students will not be rated, and will not receive credit towards their QCE/OP for that subject, in that semester. This aligns with QCAA A-Z of Senior Moderation, Section 1.1 which states ‘...in cases of non-submission of student responses to assessment instruments, standards are not awarded when there is no evidence.’ To ensure that schools enact the policy ‘...in a fair and equitable manner’ (Section 4.2), students may be required to repeat a semester where work has not been submitted.

Note: BrisbaneSDE will not take responsibility for assessment that has been lost during the submission process. Students are reminded that it is imperative that they retain copies of all assessment responses prior to sending them to their teacher.

Failure of computers or electronic media storage devices is not accepted as an excuse for non-submission of assessment tasks by the due date. Students should always have a back-up of any assessment tasks stored outside their computer. If they have submitted drafts as required, and if they have backed up work in progress, a computer failure is a minor inconvenience.

Responses where a student has not adhered to the conditions of the assessment instrument may be partially assessed or not assessed.

Special Provisions
Students must apply in advance, through the Senior Pathways Team, if they believe they are eligible for special provisions. Special provisions may allow changes to:
- Examination conditions
- Completion dates for assignments (“Special provisions” relate to on-going circumstances that impact on the student’s ability to engage with the assessment program, and do not allow “exemptions”)

For more information please refer to A-Z of Senior Moderation, Section 1.2. To apply for special provisions, please contact the Guidance Officer.
**Plagiarism**
Assessment that has been copied (plagiarised) to any extent (from another student, from the internet or from a text or reference book) may be partially assessed or not assessed. This may impact on the student attaining credit for the semester.

**Appeals**
Students who wish to question a grade awarded for a task should first seek feedback from the teacher awarding the grade. Students may then consult with the Head of Department, the Head of School or the Principal.

Students who believe that the school’s Assessment Policy has not been followed may consult with the Head of Department, the Head of School or the Principal.

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**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, e.g. 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 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.
QCE Credit Table

To gain a QCE students need an AMOUNT of LEARNING at a SET STANDARD in a SET PATTERN

- 20 credits
- Sound Achievement, Pass or equivalent
- at least 12 credits from completed Core courses of study
- an additional 8 credits from a combination of any courses of study
- meet literacy and numeracy requirements.

Working towards a QCE

About the QCE
- The Queensland Certificate of Education (QCE) is Queensland’s senior schooling qualification.
- The QCE is awarded to eligible students — usually at the end of Year 12.
- Students can still work towards a QCE after Year 12 or if they leave school.
- Learning options are grouped into four categories (see opposite).
- The QCE offers flexibility in what, where and when learning occurs.

How the QCE works
- To achieve a QCE a student needs 20 credits in a set pattern.
- At least 12 credits must come from completed Core courses.
- Additional 8 credits can come from a combination of any courses.
- Students must achieve a Sound, Pass or equivalent to receive QCE credits.
- Literacy and numeracy requirements must be met (see opposite).

Planning a QCE pathway
- QCE planning usually starts in Year 10.
- A Senior Education and Training (SET) Plan is developed to map a student’s future education and/or employment goals and their QCE pathway.
- Learning options include senior school subjects, vocational education and training, apprenticeships and traineeships, university subjects completed while at school, recognised workplace learning, certificates and awards.
- Students choose their own QCE pathway — there are hundreds of possible course combinations.
- Students can plan their QCE pathway and track their progress towards a QCE in their learning account on the Student Connect website at https://www.studentconnect.qgsqa.qld.edu.au

For more information
- There are a number of ways a student can gain a QCE.
- The QCE Handbook provides information about:
  - credit for partial completion of courses of study
  - credit transfer for interstate, interstate and overseas transfers
  - conceded semesters for students exited at a Limited Achievement
  - student learning accounts
  - recognition of completed Core requirements
  - notional Sound in a subject for meeting literacy and numeracy requirements
  - recognised studies.

Visit https://www.qgsqa.qld.edu.au for a copy of the handbook.

Learning options and credit values

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td>At least 12 credits are required. At least 1 credit undertaken while enrolled at a school. Authority or Authority registered subjects Per course (as required) 4</td>
</tr>
<tr>
<td>Subjects assessed by a Senior External Examination</td>
<td>Certificate II 5, 6, 7, 8</td>
</tr>
<tr>
<td>VET Certificate III &amp; IV qualifications (includes school based traineeships)</td>
<td>Certificate III &amp; IV 5, 6, 7, 8</td>
</tr>
<tr>
<td>School-based apprenticeships that incorporate on-the-job training</td>
<td>Certificate III competencies Up to 2</td>
</tr>
<tr>
<td>On-the-job component</td>
<td>Tailored training programs 4</td>
</tr>
<tr>
<td>Relevance of formal learning programs</td>
<td>Per course 4</td>
</tr>
<tr>
<td>PREPARATORY COURSES: generally used as stepping stones to further study</td>
<td>A maximum of 6 credits can contribute.</td>
</tr>
<tr>
<td>VET Certificate II qualifications</td>
<td>VET Certificate II (NQV 2) 2 to 3</td>
</tr>
<tr>
<td>Employment at its development programs approved under the VETFA Act 2005</td>
<td>Employment at its development programs approved under the VETFA Act 2005 (NQV 1) 3</td>
</tr>
<tr>
<td>Re-engagement programs</td>
<td>Re-engagement programs 2</td>
</tr>
<tr>
<td>Recognised certificates and awards</td>
<td>(NQV 1) program can count 2</td>
</tr>
<tr>
<td>Short course in literacy or short course in numeracy developed by the QCAA</td>
<td>Per course 1</td>
</tr>
<tr>
<td>ENRICHMENT COURSES: add value or complement Core courses of study</td>
<td>A maximum of 8 credits can contribute.</td>
</tr>
<tr>
<td>Recognised certificates and awards</td>
<td>As accredited by QCAA</td>
</tr>
<tr>
<td>Recognised structural workplace or community based learning programs</td>
<td>As accredited by QCAA</td>
</tr>
<tr>
<td>Authority extension subjects, such as English Extension</td>
<td>As accredited by QCAA</td>
</tr>
<tr>
<td>Career development: short course senior subject</td>
<td>As accredited by QCAA</td>
</tr>
<tr>
<td>School-based subjects</td>
<td>As accredited by QCAA</td>
</tr>
</tbody>
</table>

Advanced subjects: go beyond senior secondary schooling
- A maximum of 8 credits can contribute.
- One or two semester university subjects completed while enrolled at a school.
- Flexible 5 credits of internal credit towards QCE subject completion at a school.
- Recognised certificates and awards As accredited by QCAA

Literacy and numeracy requirements

The QCE offers students a range of options to satisfy the literacy and numeracy requirements, including:
- at least a Sound Achievement in a year 11 or 12 QCE subject
- at least a B grade in a QCE subject in literacy and numeracy
- a pass grade in a literacy and numeracy course recognised by the QCAA
- at least a C on the Queensland Core Skills (QCS) test
- at least a C for an international Baccaulaurate examination in English and Mathematics
- completion of FSK00113 Certificate II in Skills for Work and Vocational Pathways
- completion of 3928QLD Certificate I in Core Skills for Employment and Training — Communication
- completion of 3928QLD Certificate I in Core Skills for Employment and Training — Numeracy.
Resolving issues of concern

The Department of Education and Training 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.


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.

The role of Parents and Citizens’ Associations (P&Cs)
Complaints about services that are run or managed by the P&C at your school should be directed to the P&C in the first instance.
Glossary of terms – Senior School

**Advanced standing** refers to the credit granted to a student towards an accredited course or training program on the basis of previous study, experience or competencies held.

**Articulation** is the process used to progress from one level of qualification to another.

**The Australian Qualifications Framework** (AQF) shows all the qualifications issued in post-compulsory education in Australia and how these qualifications relate to each other.

**Queensland Certificate of Education** (QCE) is a school based qualification awarded to young people usually at the completion of the senior phase of learning.

**Competencies** are the knowledge and skills a person must have to do a specific job or to gain a specific AQF qualification.

**Credit transfer** recognises previous formal study or training based on documented evidence of achievement. For instance, modules assessed as competent in an Authority subject or SAS may attract credit towards study in a TAFE qualification.

**Field Positions** (FPs) rank order positions in a field against all other students eligible for a result in that field. These are dimensions of study that emphasise particular knowledge and skills. FPs are used for tertiary entrance only when there is a need to select students from within the same OP band.

**Overall Position** (OP) indicates students’ rank order position in the state reported in bands from 1 (highest) to 25. Contact your guidance officer for details of eligibility rules for an OP.

**Queensland Core Skills** (QCS) Test is conducted over two days in third term for Year 12 students. To be eligible for an OP and FPs students must sit the QCS Test. For students not eligible for an OP or FPs, the test is voluntary. For students not eligible for an OP may consider sitting the test as results on the test may improve their Selection Rank.

**Prerequisite** is a subject or qualification required for eligibility for entry to a particular course of study or employment.

**Queensland Tertiary Admissions Centre Ltd** (QTAC) acts on behalf of universities and TAFE institutes to publish course information and requirements, to provide application materials and to receive and process applications.

**Recognition of Current Competencies** (RCC) is the process used to assess the competencies for which a person has gained accreditation in previous study.

**Recognition of Prior Learning** (RPL) is the process used to assess the competencies a person has gained from past experience and training. RPL is a form of assessment and each person is treated individually.

**Recommended (or desirable) subjects** are not essential, but are likely to make future courses easier to understand and increase chances of success.

**Selection ranks** are calculated for tertiary applicants who are not school leavers or who are Year 12 students not eligible for an OP. For Year 12 students who are not eligible for an OP, the Selection Rank is determined by achievements recorded on the QCE, the Queensland Core Skills Test and other criteria.
Privacy statement

The Department of Education and Training (DET) 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 and Training 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.