

Brisbane School of Distance Education

# Handbook 2018

School Based Learners



Street address: 4 Cavendish Road (Corner Stanley Street East), Coorparoo, Qld 4151

Postal address: GPO Box 1308, Brisbane, Qld 4001

Phone: 07 3727 2444

Fax: 07 3324 0618

Email: [enrolments@brisbanesde.eq.edu.au](mailto:enrolments@brisbanesde.eq.edu.au)

Web: [www.brisbanesde.eq.edu.au](http://www.brisbanesde.eq.edu.au)



### **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 wellbeing*



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 online 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 a flexible curriculum and individualised and quality curriculum programs combined with a focus on the very important teacher-student relationship and school based staff involvement.

Our school is well served by dedicated, enthusiastic, caring and committed staff who willingly and ably share their talents and abilities with students 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.

Best wishes

A handwritten signature in cursive script that reads "J. Menary".

Judy Menary

Executive Principal

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# Who can enrol

Students at Queensland Government or non-government schools, secondary departments or other schools of distance education can enrol with the Brisbane School of Distance Education (BrisbaneSDE) subject to places being available.

## Years 5 to 8 languages

A student may apply to enrol in a Language through BrisbaneSDE, if this subject is NOT offered at the base school.

## Years 8, 9 and 10

A student enrolled at another school may apply to study a subject through BrisbaneSDE provided that the student is unable to study the subject at the base school. This could be for a number of reasons:

1. The school does not offer the subject.
2. The student has transferred into the school and the school's timetable does not allow the student to continue studying the subject from the previous school.

## Years 11 and 12

A student enrolled at another school may apply to study an Authority or Authority-registered subject through BrisbaneSDE provided that the student is unable to study the subject at the base school. This could be for a number of reasons:

1. The school does not offer the subject. If a school does not offer an Authority or Authority-registered subject the school may allow (enrol) the student to study the subject through BrisbaneSDE. In this case, the student becomes a BrisbaneSDE student for that subject on the Student Data Capture System (SDCS) for Years 11 and 12.
2. The school's timetable does not allow the student to study the subject at the base school. In this situation, Year 11 and 12 students are deemed by the Queensland Curriculum & Assessment Authority (QCAA) to be 'Dual Cohort' students. Such enrolments need to be indicated in the relevant box on the enrolment form. This information is forwarded to QCAA.

When a student studies Vocational Education and Training (VET) through a shared campus with BrisbaneSDE, BrisbaneSDE is responsible for all training, assessment and certification related to the course. BrisbaneSDE is also responsible for having an accredited Training and Assessment Strategy, maintaining registration for the VET qualification and issuing of a Statement of Attainment or a Certificate and Statement of Results. The base school need not submit a study plan in the subject.

## Important issues to consider

To facilitate enrolment, the Principal of BrisbaneSDE must negotiate the individual student enrolment with the Principal of the base school and be satisfied that:

- the student cannot access the base school curriculum offerings
- the student would be severely disadvantaged by not undertaking the required subject
- supervision at the base school is available
- the base school supervisor has a strong understanding of BrisbaneSDE requirements.

Schools considering enrolling a student at BrisbaneSDE should be aware of the following:

- schools/students must read the BrisbaneSDE course outlines to be aware of any prerequisites or specific course requirements
- submission of an enrolment application is on the assumption that all prerequisites and course requirements have been met
- a student may study a maximum of **two** subjects through BrisbaneSDE without requiring written approval by QCAA
- subjects requested cannot be additional to the number generally studied at the base school, i.e. six subjects
- up to eight students per school per subject per year level may be enrolled at BrisbaneSDE
- dual cohort by special arrangement only. Year 11 and 12 students applying for enrolment in a BrisbaneSDE subject which is concurrently offered at the base school are deemed by the Queensland Curriculum & Assessment Authority (QCAA) to be in a dual cohort and as such need to be approved and identified. It is the responsibility of the base school supervisor to inform BrisbaneSDE through the enrolment application form.

# When to enrol

2018 School based enrolments are open up to and including 10 November 2017. Enrolments received after this date will be placed on a waiting list and may not receive the subject requested. No school based enrolments will be accepted after 16 February except in extenuating circumstances.

## Subject Offerings

Subject	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
Accounting							✓	✓
Ancient History							✓	✓
Biology							✓	✓
Business Communication and Technology							✓	✓
Chemistry							✓	✓
Chinese			✓	✓	✓	✓	✓	✓
Dance (Studio)							✓	✓
Economics							✓	✓
English Communication							✓	✓
English Extension								✓
French	✓	✓	✓	✓	✓	✓	✓	✓
Geography							✓	✓
German	✓	✓	✓	✓	✓	✓	✓	✓
Graphics							✓	✓
Information Communication Technology							✓	✓
Information Processing and Technology							✓	✓
Japanese	✓	✓	✓	✓	✓	✓	✓	✓
Legal Studies							✓	✓
Maths A							✓	✓
Maths B							✓	✓
Maths C							✓	✓
Modern History							✓	✓
Music						✓	✓	✓
Music Extension								✓
Philosophy and Reason							✓	✓
Physics							✓	✓
Pre-vocational Mathematics							✓	✓
Spanish						✓	✓	✓
Visual Art							✓	✓
Visual Art in Practice							✓	✓
FSK10113 Certificate I in Access to Vocational Pathways ( <i>Two year course</i> )						✓		
BSB10115 Certificate I in Business						✓		

Subject	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
ICT10115 Certificate I in Information, Digital Media & Technology						✓		
BSB20115 Certificate II in Business ( <i>Two year course</i> )							✓	
FNS20115 Certificate II in Financial Services							✓	✓
ICT20115 Certificate II in Information, Digital Media & Technology ( <i>Two year course</i> )							✓	
FSK20113 Certificate II in Skills for Work & Vocational Pathways ( <i>Two year course</i> )							✓	
BSB30115 Certificate III in Business ( <i>Two year course</i> )							✓	
<b>Cairns Training Academy (RTO # 30857) as the Registered Training Organisation:</b>								
CHC30113 Certificate III in Early Childhood Education and Care							✓	

## Attendance and Engagement

For school based students to gain the most from BrisbaneSDE courses, they must engage fully with the learning experience. The nature of distance education is such that to engage fully, students must regularly complete learning tasks and communicate with their teacher about their learning. It is an expectation that ALL students attend scheduled online lessons. Scheduled lesson exemption will generally not be approved.

Both attendance and engagement are demonstrated by participation in scheduled lessons, web conferencing and blackboard courses; return of diagnostic tasks or units of work by the due date; communication with the teacher by phone or email; or attendance at BrisbaneSDE activities.

Students demonstrate their 'effort' by the regularity and variety of contact and completion of weekly activities.

Students must have at least 80% attendance in the learning program course to qualify for credit in that unit. Students who fail to attend/engage appropriately will be removed from their class and may need to 'show cause' why they should be given credit for the course of study.

Negotiation with the Head of Department needs to occur before the student will be reallocated to the subject teacher. Once a student has been removed from a teacher's class due to inactivity, they will not necessarily be reallocated to the same teacher.

VET students are required to participate in online sessions to develop a bank of evidence to support achievement in the certificate being undertaken (see competency based assessment within VET subjects).

## 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. The base school supervisor will be notified.*

### Submission of assessment items

#### Unsupervised assessment (assignment)

Assignments must be submitted on or before 5:00pm 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 5:00pm 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.

**Students at other schools of distance education:** An approved supervisor 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 5:00pm unless an extension has been approved. Electronic exams must be submitted via the Blackboard course or EdStudio. Paper exams must be postmarked by 5:00pm 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 base school supervisor, to BrisbaneSDE through the email address: [assessmentextension@brisbanesde.eq.edu.au](mailto: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 BrisbaneSDE 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 - written communication from the base school 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'* (QCAA [A-Z of Senior Moderation, Section 1.1](#)). In the case where there is no evidence available on or before the due date (i.e. 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

The base school must apply on the student's behalf, in advance, through the BrisbaneSDE Head of Department, 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 QCAA A-Z of Senior Moderation, Section 1.2.

## 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 BrisbaneSDE 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.

# BrisbaneSDE – 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 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 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 RTO 2015'. These standards include a commitment to recognise the training qualifications issued by other RTOs.

## 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](http://www.usi.gov.au)

Students are required to self-register at [www.usi.gov.au](http://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.

## Client service

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.

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 (BrisbaneSDE Head of Department, Senior Business/Accounting/VET).

## 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.

## 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)

For information, please refer to the school website -

<https://brisbanesde.eq.edu.au/Supportandresources/Formsanddocuments/Documents/VET/rpl-application.pdf>).

# Enrolment costs

## State schools

### General resource/subject charges

The general resource charge will not be charged for state school based enrolments for 2018. As a result, the textbook allowance will be retained by Brisbane School of Distance Education.

Some subjects incur a subject charge. Please check the remittance form for individual costs. All Government schools will be bulk invoiced for all enrolments received up to 23 February 2018. Schools will be individually invoiced for enrolments received after this date.

**NOTE:** The base school is responsible for all payments. Individual student cheques/payments will not be accepted.

The remittance form acts as an invoice for audit purposes. Please note that GST does not apply to any of the subject charges.

### Subject Fee Refunds

Please choose subjects carefully as there are no refunds on subject fees.

## Non-state schools

### General Resource/Subject Charges

The General Resource Charge for all non-state school based enrolments is \$105.00. The fee for Semester 2 enrolments is \$52.50. In addition, some subjects incur a subject charge – please check the remittance form for individual costs.

**Note:** The base school is responsible for all payments - individual student cheques or credit cards will not be accepted. Students who cancel their enrolment in writing to the BrisbaneSDE Enrolments Section ([enrolments@brisbanesde.eq.edu.au](mailto:enrolments@brisbanesde.eq.edu.au)) within two weeks of enrolment will not be charged the General Resource Charge.

See remittance form for textbook allowance deduction to determine the net General Resource Charge payable. Students enrolling after 26 February 2018 are required to pay the full general resource charge of \$105.00 in Semester 1 or \$52.50 in Semester 2 as it is presumed the base school has already claimed the textbook allowance for the student. The remittance form acts as an invoice for audit purposes.

Please note that GST does not apply to any of the general resource charges or subject charges.

All non-Government schools will be bulk invoiced for all enrolments received up to 26 February 2018. Schools will be individually invoiced for enrolments received after this date.

## Distance education fee

Section 51 of the Education (General Provisions) Act 2006 authorises the Department of Education and Training to charge non-State school students for a component of a program of distance education (i.e. a subject). This fee applies to all non-state school enrolments at a School of Distance Education.

This fee will contribute towards the State continuing to make distance education available to non-State schools, ensuring the widest possible subject choice for students, while recovering a proportion of the teaching and overhead costs.

An invoice will be provided by the Department to non-State schools for the provision of distance education. This invoice will detail the -

- total average cost per annum of providing a subject of distance education
- State Government subsidy of approximately 50% (and
- fee prescribed in s.69 of the Education (General Provision) Regulation 2006

In 2018 the fee is \$1343.00 per subject per student per year. If the student enrolls only in Semester 2, the fee payable is \$671.50 per subject per student. This fee increases by the Consumer Price Index (CPI) each year in line with the Government's Principles for Fees and Charges.

## Distance education fee waiver

There is provision for a waiver of the fee. However, the fee must be paid in full before waiver application is considered.

The chief executive of the department may waive, entirely or partly, payment of the fee if satisfied the student is:

- undertaking distance education and would suffer a significant educational disadvantage if the student was not able to continue in the program
- 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 that the waiver is appropriate and reasonable because of exceptional circumstances.

## Distance education fee refund

This fee may be partially refunded if, due to a change in personal circumstances, the student is no longer enrolled to undertake a component of a program of distance education. Non-state schools can request a pro rata refund on behalf of the student before the end of the first semester, by completing the 'Non-State School Refund Application' form available on the BrisbaneSDE website, stating the reason for the application and the date that enrolment ceased. In accordance with the Education (General Provisions) Act 2006, refund applications will not be considered if the student cancels and the refund application is dated after the end of Semester 1.

Refunds are calculated from the refund application date and will be provided up to and including day 24 of the school year. An administration fee of \$100.00 will be deducted from the amount refundable. From week five the \$100.00 administration fee and an additional \$25.00 per week will be deducted from the original payment, up to the end of week 20 of the school year. In accordance with the Education (General Provisions) Act 2006, refund applications will not be considered after the end of Semester 1. Refunds are not pro-rated from the date of enrolment but are calculated from the first day of the school year.

An applicant who is not satisfied with a refund decision has 14 days after being notified of the decision to apply for a reconsideration of the decision. This application is lodged with the school principal who will refer the application to the Regional Director to reconsider the decision.

## Textbook allowance

Brisbane School of Distance Education is required to claim pro-rata Textbook Allowance for all students including school based enrolments.

Therefore, BrisbaneSDE will claim 0.2 for each subject enrolment. The BrisbaneSDE Textbook Allowance claim will be submitted after an enrolments snapshot on 23 February 2018.

Non-State school based students enrolling after 26 February 2018 are required to pay the full general resource fee.

# How to enrol

Enrolment application forms can be found on the school website ([www.brisbanesde.eq.edu.au](http://www.brisbanesde.eq.edu.au)).

Please ensure all sections have been completed. Failure to fill in forms correctly will result in the application being returned to the base school for completion and may result in a delay in enrolment.

Upon completion of enrolment, BrisbaneSDE provides the relevant learning materials for each student and other relevant information to support student commencement. Student learning centres around weekly online lessons. Schools should consult the [BrisbaneSDE timetable](#) on the school's website in order to nominate the student's chosen class time on the enrolment form.

## Shared responsibility

### Base school

Students at the base school need to have one supervising teacher who is the link between BrisbaneSDE and the base school. The obligation of this supervising teacher is to coordinate the link between students and BrisbaneSDE. The base school is responsible for communications with parents/guardians. This is not the role of BrisbaneSDE.

It is necessary that the base school provides the following support:

- computer with internet access and headset with microphone for each student
- a supervising teacher to assist the student/s
- a quiet place to study
- access to a school phone for the student/s and the supervising teacher to contact the BrisbaneSDE teacher
- coordination of regular contact between the student/s, the supervising teacher and the BrisbaneSDE teacher
- ensure that completed work is returned to BrisbaneSDE through the base school mail
- a record of tasks submitted (kept at the base school)

If the student joining BrisbaneSDE has previously been enrolled in the same subject elsewhere, it is imperative that the following information is sent promptly to BrisbaneSDE.

- S1 is needed if at least one whole semester of work has been completed. The number of semesters completed must be accurately indicated, and a LOA with rank included.
- a copy of the school's subject profile is needed if any assessment has been completed at a previous school. This enables results across different criteria to be seen and this assessment can inform credit.
- folio of student work. As QCAA has a focus on 'evidence' in the folio, it is extremely useful for the folio of work (or a copy of it) to be sent through as well. If the student has studied within the base school, clean copies of assessment items with solutions would be appreciated.

Schools/students need to be aware that while BrisbaneSDE supplies learning materials, students also need to purchase [textbooks](#) and possibly other equipment (e.g. calculator) for some subjects.

### Supervising teacher at the base school

A supervising teacher does not need to have knowledge of the subjects in which the students are enrolled. The role of the supervising teacher is to provide support and encouragement and should include some or all of the following:

- initiate student contact with the BrisbaneSDE teacher
- communicate with the student's parent/guardian
- check materials received from BrisbaneSDE with the students
- supervise despatch of completed work to BrisbaneSDE (a copy of all work submitted should be kept)
- ensure that work is returned on a regular basis (to enable students to organise their study program, a work rate calendar (WRC) for each subject is provided. To monitor student progress, the supervising teacher should photocopy the work rate calendar (WRCs are also available on the BrisbaneSDE website)
- provide or arrange necessary supervision for summative assessment based on the WRC and assessment schedule
- encourage the student/s to access the BrisbaneSDE Discovery Centre and the local school library

- ensure that the student/s have the correct textbooks and other requirements to support the BrisbaneSDE learning materials
- return all BrisbaneSDE resources to the Discovery Centre
- ensure the Continuing Enrolment Form (for continuing students) is returned to BrisbaneSDE before the commencement of the next year. This particularly applies to Year 11 students going into Year 12
- facilitate school phone contact between the student/s and supervising teacher with BrisbaneSDE teacher.

## QCAA data capture

The base school's responsibilities are:

- to enter school based students on to the database of the base school. NB: SDE flag on subject
- if adding names to the BrisbaneSDE R6, the base school will need to explain the addition as QCAA will match it to the copy BrisbaneSDE submits

The Brisbane School of Distance Education responsibilities are:

- to complete an R6 showing the Level of Achievement and the student position
- to email the R6 to the base school in time for results to be included on Disk 5
- to provide relevant information to the base school for students terminating their enrolment in the subject before course completion

The provision of SDCS information related to school based students is based on the notion that once a student's BrisbaneSDE enrolment in any particular subject is officially terminated, the student is seen as a transfer student to their base school.

## Reports and certificates

Reports are issued through the Principal of the base school after the completion of each semester. A Record of Results is issued mid-Semester 1.

Teachers are able to report on the student's progress up to the time when information for reporting is collected. Students who adhere to the work rate calendar for each subject will satisfy work requirements for reporting processes. Reports are mailed to the Principal of the base school.

## Years 11 and 12 students

Brisbane School of Distance Education is responsible for teaching, assessing and providing the students' Level of Achievement to the base school.

The base school is required to include details of the subjects studied on its Senior Data Capture System from the start of the course of study.

## Cancellation of subject enrolment

Students may not cancel their enrolment with BrisbaneSDE without the permission of their Principal. Parents should accordingly address any requests for cancellation to the Principal of the base school. The base school must forward a 'Student Cancellation of Enrolment' form (available from the BrisbaneSDE website) to the Enrolments Section to ensure timely cancellation occurs. Notification of cancellation can be sent by email to [School\\_Based@brisbanesde.eq.edu.au](mailto:School_Based@brisbanesde.eq.edu.au) or by fax to (07) 3324 0618.

## Mailing to the student

All materials are addressed to the individual student C/- The Principal of the base school. The base school principal should ensure these materials are issued promptly to the coordinator or supervisor for BrisbaneSDE students.

## Discovery Centre

The Discovery Centre houses an extensive collection of books, CDs, DVDs and magazines, available for loan to students. School based students may only borrow resources for the subjects they are studying through Brisbane School of Distance Education. Teacher librarians work in close cooperation with teachers to help students obtain materials they need for their studies.

Teacher librarians at BrisbaneSDE may be contacted by letter, telephone, facsimile or email ([library@brisbanesde.eq.edu.au](mailto:library@brisbanesde.eq.edu.au)). Students are encouraged to visit the Discovery Centre when attending tutorials or when visiting teachers.

Further information about the Discovery Centre and the borrowing procedures is provided in the [Discovery Centre section](#) of the BrisbaneSDE website.

Loss of returnable materials or materials returned in an unacceptable state incurs a replacement cost.

## Interactive Learning

Interactive learning can be generated by linking schools via school computers on the Department of Education and Training intranet.

This school uses a VOIP platform to deliver synchronous lessons. This system allows students and teacher to interact via the computer screen and voice. Contact the BrisbaneSDE subject teachers for further details.

This school offers 'Blackboard' in selected subjects and some course components on the Learning Place, including some data conferencing. If students are interested in these please ask the BrisbaneSDE subject teacher once the enrolment has been finalised. The Learning Place is the Department of Education and Training's online learning facility.

## Privacy statement

The Department of Education and Training through the Brisbane School of Distance Education (BrisbaneSDE) is collecting the 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. DET 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.

## Children and young people in the care of the state – data matching

The Department of Education and Training and Department of Families conduct a data matching program to improve school achievement outcomes for children and young people in care. The data matching program involves a comparison, through a

unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school population, including those who have specific needs.

This personal information includes:

- achievement levels
- retention rates
- age
- school year levels
- school disciplinary absences