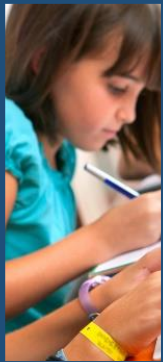


Handbook 2017

School Based Learners

Visit our website – www.brisbanesde.eq.edu.au



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 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 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 in our school. At BSDE 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 (BSDE) subject to places being available.

Years 5 to 8 languages

A student may apply to enrol in a Language through BSDE, 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 BSDE 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 BSDE 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 BSDE. In this case, the student becomes a BSDE 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 BSDE, BSDE is responsible for all training, assessment and certification related to the course. BSDE 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 BSDE 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

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

- schools/students must read the BSDE 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 BSDE 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 BSDE
- dual cohort by special arrangement only. Year 11 and 12 students applying for enrolment in a BSDE 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 BSDE through the enrolment application form

Attendance and Engagement

For students to gain the most from BSDE 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.

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 BSDE 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 BSDE has developed an assessment policy which is underpinned by the Queensland Curriculum and Assessment Authority (QCAA) policies.

Rationale

A core value at BSDE 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 BSDE.

Years 11 and 12

In order to ensure equity and parity of assessment for all students undertaking senior studies, BSDE 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.

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 BSDE [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 BSDE as their supervisor must sit the exam at the time allocated on the published BSDE 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 BSDE 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' (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: BSDE 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 BSDE 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 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.

BSDE – Registered Training Organisation (RTO)

– Delivering vocational certificates

Competency based assessment

Assessment in VET is competency based. Competency based assessment is the process of collecting evidence and making judgements on whether or not students are able to apply their knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace. Students are assessed on whether or not they can demonstrate the required skills, rather than on how well they perform them. At times, this type of assessment requires someone to observe the students while they complete their tasks. The Trainer/Assessor will advise you about how to organise this, but at BSDE, this vital evidence is most commonly gathered during the students' 3 times/week mandatory scheduled lessons.

Students are given more than one chance to demonstrate their competence in a skill. If they are not able to demonstrate a skill on the first attempt they will have additional opportunities to reattempt to demonstrate competency.

In order to gather further evidence of the student's abilities, they may be required to complete work placement. (Note: the amount of work placement required depends on the level of the certificate course – some courses require mandatory work placement, e.g. 120 hours.) This will enable students to demonstrate their competency at tasks that require specific equipment which they 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.

There are only 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.

Students are required to complete ALL units of competencies in a Qualification to be awarded the full Qualification. If the full qualification certificate is not achieved, a statement of attainment is issued listing the units achieved.

RTO – Code of Practice

As a registered training organisation (RTO), BSDE has agreed to operate within the 'Standards for RTO 2015'. These standards include a commitment to recognise the training qualifications issued by other RTOs, referred to as Credit Transfers.

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 competence
- has in place an assignment/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 professionals who can provide advice and guidance about the vocational elements in the subjects offered (for example, teachers, Heads of Department, Guidance Officers and Administrators)

Legislative requirements

BSDE 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)

All students studying a certificate course, either with BSDE, 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. Students are 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.

Quality management focus

BSDE 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

We have 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. These will be appropriate to competence 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

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

Management and administration

BSDE 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. BSDE has adequate insurance policies.

All students selecting a VET subject are required to complete a VET Contract which must be submitted with the enrolment application.

Marketing and advertising

BSDE markets our 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

BSDE 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

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

Complaints/appeals

Any person wishing to make a complaint against BSDE concerning its conduct as an RTO/School, an appeal or other matter, shall have access to the appeals process. All formal complaints will be heard and decided within 15 working days of receipt of the written complaint by BSDE.

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

The appeals process is outlined in the Information Policy and Procedures Handbook which is included in the Orientation Kit a student receives upon enrolment. The Complaints and Appeals form can be found on the School website:

www.brisbanesde.eq.edu.au/pages/search.aspx?k=complaints

BSDE will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. 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 should be directed to the principal as CEO of the school RTO as per school website contact – the.principal@brisbanesde.eq.edu.au

All formal appeals or complaints must be in writing and addressed to the principal, as CEO of the RTO.

Recognition of prior learning (RPL)

It is important that students understand how they may be able to benefit from RPL. RPL means that the student may be able to gain credit for the units of competence in vocational areas. It means that they may not have to do some segments of their course if they can show that they have already reached the required level of skill, knowledge or experience.

Students may have gained the required skills or knowledge at school, during work experience or while involved in a hobby or sporting activity.

An application form to apply for RPL is available within each online course or upon request. If a student decides to apply, they will have to provide evidence to support their application. Evidence may include examples of their work, referees' reports and certificates. The 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.

When the student enrolls at BSDE, they will receive Credit Transfer for any vocational competencies previously completed as part of a VET course or an Apprenticeship/Traineeship. Academic Transcripts (which have been JP verified) of the achievement of these competencies must be provided to the Teacher on entry into the course.

Enrolment costs

State schools

General resource/subject charges

The general resource charge will not be charged for state school based enrolments for 2017. 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 28 February 2017. 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 BSDE Enrolments Section (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 1 March 2017 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 28 February 2017. 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 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 2017 the fee is \$1,297.60 per subject per student per year. If the student enrolls only in Semester 2, the fee payable is \$649.10 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 service is provided to the student and a 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 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 BSDE 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, BSDE will claim 0.2 for each subject enrolment. The BSDE Textbook Allowance claim will be submitted after an enrolments snapshot on 28 February 2017.

Non-State school based students enrolling after 1 March, 2017 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).

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, BSDE 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 [BSDE 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 BSDE and the base school. The obligation of this supervising teacher is to coordinate the link between students and BSDE.

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

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

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

- 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 BSDE supplies learning materials, students also need to purchase [textbooks](#) and possibly other equipment (e.g. calculator) for some subjects.

Supervising teacher

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:

- facilitate school phone contact between the student/s and supervising teacher with BSDE teacher
- initiate student contact with the BSDE teacher
- check materials received from BSDE with the students
- supervise despatch of completed work to BSDE (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 BSDE website)
- provide or arrange necessary supervision for summative assessment
- encourage the student/s to access the BSDE Discovery Centre and the local school library
- ensure that the student/s have the correct textbooks and other requirements to support the BSDE learning materials
- return all BSDE resources to the Discovery Centre
- ensure the Continuing Enrolment Form (for continuing students) is returned to BSDE before the commencement of the next year. This particularly applies to Year 11 students going into Year 12

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 BSDE R6, the base school will need to explain the addition as QCAA will match it to the copy BSDE 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 BSDE 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 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 BSDE 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 BSDE 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 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 BSDE 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 BSDE may be contacted by letter, telephone, facsimile or email (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 BSDE 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 BSDE 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 BSDE 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 Educations (BSDE) 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 BSDE 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 BSDE 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



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

Web: 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.