



Distance Education Centre Victoria
Flexible learning for all



Enrolment Handbook

Primary

2013

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Students enrolled in 2012 wanting to continue with the DECV in 2013 will need to re-enrol for the 2013 school year by completing a new application form and supplying updated supporting documentation or Regional Manager's approval.

Introduction

It is an expectation that students enrolling at the Distance Education Centre Victoria will have access to the internet. Additionally, email is frequently used by students, teachers and parents to communicate about the student's progress.

The Distance Education Centre is Victoria's major provider of distance education courses from Foundation to Year 12. It delivers programs to more than 3000 students each year.

The programs are designed to meet the educational needs of students whose circumstances prevent them from accessing courses at regular schools. Distance education was traditionally established for people from isolated areas. It now caters for a much broader group of people who find it difficult to attend the typical school classes. Below are examples of possible circumstances in which students may be entitled to enrol at the DECV. Students may:

- be in hospital for a long period
- have a medical condition or disability that makes attending classes difficult
- wish to study a subject not available in your school
- find regular classroom situations difficult
- be travelling within Victoria, in another state or overseas
- work irregular hours
- live in a remote area
- have carer's responsibilities at home.

In exceptional circumstances it is possible for a Primary aged student to study with the DECV and attend a regular school, part time.

Enrolment is subject to DEECD (Department of Education and Early Childhood Development) guidelines and is only available to **Victorian residents**. For enrolment entitlement, travellers **must** have a permanent Victorian residence.

If you are an International Student residing in Victoria you will have to pay a tuition fee in addition to the normal **Materials charge**. Please contact the DECV directly to determine the exact costs.

F-6 students at the DECV have access to their own teacher who will provide one-to-one assistance for student and supervisor.

To assist learning each student will be provided with their teacher's direct telephone number and email address.

As well as providing courses, enrolled students at the DECV are able to access the following:

- Resource Centre
- Pastoral Care Program
- Teacher Support
- Science laboratories
- IT laboratory

About this booklet

This booklet has been written for anyone who is unable to attend a regular Primary School in Victoria, full time.

In this booklet you will find:

- background information for students undertaking distance education
- information on any contributions or levies applicable
- Eligibility Criteria and Enrolment Guidelines
- The Enrolment Application Form.

Please read this information carefully before completing the enrolment form.

Your role as supervisor

You, as the supervisor, are fulfilling a vital role in the education of your child. The commitment you make, in taking on this task, can be both demanding and extremely rewarding.

Remember you are not alone. You are part of a partnership with the class teacher. A positive relationship between student, parent and teacher is crucial to the success of our program. When children study with the DECV, they don't have to attend classes. However, they will need to commit time each week to their study. ***It is essential to set up a regular study timetable.***

INTERVIEWS

It is important that new F-6 students visit the school for an interview so that an appropriate individual learning program can be arranged before the enrolment forms are submitted. The interviewing teacher will explain procedures and give advice on the organisation of the

teaching program to ensure that you get off to a smooth start.

The time your child needs for study will be discussed at the interview. Time varies according to the unique needs and circumstances of each individual student.

However, you will need to establish a consistent working pattern as quickly as possible. The individual student should also be organised and be working toward becoming an independent learner.

We expect supervisors to ensure that the work is returned regularly. Supervisors also have an important part to play in the formal assessment process.

ENROLMENT

Enquires should be directed to the Distance Education Centre, Enrolment Section. The Primary Subschool Coordinator will arrange a mutually suitable time for an interview.

Enrolling

To arrange an interview you may use any of the following:

Phone Numbers	(03) 8480 0000
Toll free:	(1800) 133 511
Fax Number	(03) 9416 8487
Email:	<u>primary@distance.vic.edu.au</u>

What if you are not able to visit the DECV for an interview?

We understand that this is not always possible. However, it is important that you speak to a F–6 Subschool Leader and send us a copy of your child's last school report before course materials are sent. This will ensure that a course is chosen to suit your child's learning needs.

Assessing the student's needs and explaining the processes to both student and supervisor, underscores the importance of the interview.

What to bring to the interview

- Bring the children!
- You will need to pay the materials charge and you may need to purchase lined paper, so bring your cheque book, credit card or cash.
- Bring your completed enrolment form.

- Copy of your child's birth certificate is required and a copy of an immunisation certificate if the child is enrolling into Foundation.
- Documents supporting your application: principal's letter, regional letters, doctors' certificates.
- Please bring your child's most recent school report.
- Any Educational or Psychological or Psychologist's assessments.

Children start primary school in Foundation. Children must be five years of age or older by 30 April of the year they start school.

Children between the age of six and 17 years must attend school.

What you will take away from the interview

Each child enrolled will have a parcel of course and supplementary material that is at the child's appropriate learning level.

Introductory Unit

During the interview you and your child will be given an Introductory Unit or Module.

If you are unable to attend the interview the Introductory Unit will be posted to you.

This unit has been designed to provide valuable feedback for your child's teacher and should be completed immediately and returned to us. Your child's teacher will look through the Introductory Unit and then make contact to introduce him/herself.

This will provide an opportunity for you, as the supervisor, to discuss with the teacher any issues that may require clarification.

Methods of Access

You and your child are able to access our Online Classroom Environment through our website at www.distance.vic.edu.au and take part in discussions with the teacher and other students.

As parent/supervisor you are also able to access the online environment. There is an area on our website which encourages parents to communicate with each other as well as

professionals about issues related to distance learning and provides access to some interesting resources.

The role of the distance education teacher

The teacher's role is to support you in the tasks you undertake as your child's supervisor. We believe it is important to include your child's special interests in our planning, so please keep us informed.

The teacher's tasks include:

- getting to know the child, his/her circumstances and specific needs
- researching and organising subject materials
- writing and preparing curriculum activities
- responding to each student's work
- evaluating individual progress
- regularly reporting on progress
- preparing two formal reports for each student annually
- regularly communicating with families by telephone, letter, fax, email, or online
- selecting additional educational materials to be sent to students for either enrichment, remediation or consolidation.

An important aspect of a Distance Education student's learning is regular communication with the teacher. Unless regular contact is maintained, learning may be adversely affected.

Can I receive a study allowance while studying with the DECV?

Students and/or their parents may be eligible for one or more of the following allowances if they are enrolled as a **FULL-TIME student at the DECV**.

EDUCATION MAINTENANCE ALLOWANCE

The EMA provides financial assistance to families on a low income to help with the cost of essential educational items such as textbooks, stationery, uniforms and excursions. This is available for a parent of eligible students up to the age of sixteen. EMA is a means-tested payment; parents must hold a Centrelink/Veterans Affairs concession card to be eligible.

Parents who hold a **Commonwealth Pensioner Health Benefits Card**, a **Commonwealth Health Care Card** or a **Commonwealth Health Benefits Card** on the first day of Term I will be entitled to the allowance. This allowance is also payable to legal guardians, foster parents and TPI pensioners.

Education Maintenance Allowance forms must be submitted during the first month of Term I to be eligible for the allowance in Semester 1, and by the first month of Term III for Semester 2. Upon enrolment applicants **must** present a photocopy of their appropriate card with their enrolment form to receive any allowances.

Fill in the EMA application form included in this booklet and send it in with your completed enrolment form (remember to attach a photocopy of your Health Care Card).

If you believe that you are entitled to any Commonwealth Government payments, contact your Centrelink office:

- **Family and Parents Line** 136 150
- **Youth and Student Line** 132 490
- **Abstudy Line** 132 317
- **Assistance for Isolated Children** 132 318 (Youth and Students Line)

Families of secondary students under 16 years of age who do not have reasonable daily access to an appropriate government school, primarily because of geographic isolation can receive assistance...

"For students who are enrolled in full-time studies in an approved distance education course". Or students who "have a health related condition (including a disability) who need special education because of the condition..."

Fulltime students should be aware that the DECV is required by law to supply an audit report to Centrelink each term on Student work submission rates.

Students receiving Centrelink payments must be aware that if you fail to submit your weekly work, Centrelink may re classify you as part time which may affect your entitlements.

Visit the Centrelink website for more information www.humanservices.gov.au

Victorian Student Number

The VSN is a student identification number that is being assigned to all students in government and non-government schools, and students in Vocational Education and Training Institutions.

The number, which is unique to each student, will be used as a key identifier on a student's school records, and will remain with the student throughout his or her education, until reaching the age of 26.

The VSN is nine digits long, randomly assigned, and tied to stable information about the student (name, gender, date of birth), so a copy of the student's Birth Certificate/other documents e.g. Passport is now required to verify this information at enrolment time.

NOTE: The Student will be enrolled by the name shown on the Birth Certificate ONLY.

If you want to know more about the VSN please see
<http://www.education.vic.gov.au/management/governance/vsn/overview.htm>

What are the Enrolment fees?

The Materials & Services charge for 2013 is:

\$160 per year or **\$80** for one semester.

Students need to pay a Materials & Services charge to cover the cost of course material, DVDs, online curriculum access and other consumables.

Current Commonwealth Card holders receiving a government benefit will be entitled to a **\$30** discount on the full **\$160** Materials and Services charge. **There will be no discount if enrolling for one semester.**

A photocopy of your current Centrelink Card must be attached to your application.

Payment must be attached to the enrolment application form. Cheques should be made out to the "Distance Education Centre Victoria". Credit card provision is available on the application form. No cash should be sent through the mail. Instalments may be considered in certain circumstances.

All payments are GST free except for the postage charge for direct postage to an overseas address which attracts an additional \$300 postage charge which is GST inclusive.

School Based Students

Students already enrolled in a regular school wanting to enrol in a single program with the DECV will need to apply using the "**Schools**" **Enrolment Application**. Contact your school Principal to preview the booklet and access the enrolment form. Do **not** use the enrolment form in this booklet. The enrolment criteria for school based enrolments are different.

Online access

Once students have been enrolled they will be emailed with a student ID and password to gain entry and access to their online DECV account where they will be able to access;

- their subject material
- update their student profile
- careers information
- other student information

Students can go to our website at www.distance.vic.edu.au to access the log in.

Parent Portal

Parents/Guardians will be able to login and monitor their children's progress. Parents will be supplied with an ID and password once their child has enrolled.

LOTE

All Languages other than English subjects are studied through the Victorian School of Languages (VSL).

Phone: (03) 9474 0500

Email: info@vsl.vic.edu.au

Web Site: www.vsl.vic.edu.au

See the VSL enrolment form in the back of this booklet if you wish to study a language other than English.

Enrolment Guidelines

Eligibility Criteria and Enrolment Guidelines

Please read the appropriate parts carefully. They contain the necessary information for you to fill in your Enrolment Form.

- Children must be **five years** of age or older **by 30 April** of the year they start school to be eligible to enrol in a school.
- All children between the ages of six and 17 years must attend school

The *Family Law Act 1975* has been amended to strengthen the shared parental responsibility of a child and to more clearly articulate the different arrangements that may affect the relationship between a child and their parents.

The Department's policy and processes relating to student enrolment and parental responsibility are affected by the amendments to the *Family Law Act 1975* and have been revised accordingly.

One of the key changes to the admission requirements is that a child must now be enrolled in the name that appears on their birth certificate. The only exception is if there are other legal documents to the contrary, such as court orders or adoption papers.

Support Material Required:

All enrollees must now have a copy of their birth certificate attached to the application to verify the student is enrolling under the name that appears on the birth certificate or copies of any other documents to substantiate an enrolment under a different last name.

Step by Step enrolment instructions:

There are two stages to enrolling at the DECV.

Firstly, **Stage 1, *The Regional Approval Process***, identify your category, in some cases namely the "Medical" and "School Referral" categories the family of the student will need to obtain approval from the local regional office of DEECD.

- See **STAGE 1 THE REGIONAL APPROVAL PROCESS** for the appropriate forms that need to be filled out and supplied.

Secondly, **Step 2, *The Enrolment Process***, once the approval has been given usually in the form of an "approval number" the family can then proceed to fill out the enrolment application forms available from the DECV web site or by contacting the DECV on 8400-0000.

STAGE 1 THE REGIONAL APPROVAL PROCESS

1. Have a look at the DECV website at www.distance.edu.vic.au in order to gain a full understanding of what distance education involves.

Determine which category you are enrolling under, for example, "Medical" and tick this box on the front of the Enrolment Application form. If you are not sure of this contact the DECV enrolment unit.

2. Obtain the necessary Regional Approval Forms for approval from the Enrolments section on the DECV website.

If you are enrolling under the School Referral category you will need to complete **FORM 1 – SCHOOL REFERRAL FORM**. If you are enrolling under either of the Medical categories you will need **FORM 2 – PRACTITIONER FORM**. Depending on the student's circumstances it may be more appropriate to use **FORM 3 – AGENCY FORM**.

Also include FORM 4 - PARENT /GUARDIAN INDEPENDANT STUDENT FORM if applying to the regional office for approval.

3. Gather the supporting documentation required including the **FORM 4 - PARENT /GUARDIAN INDEPENDANT STUDENT FORM** to be submitted for the category under which you are applying.
4. Send copies of the documentation to the DEECD Regional Approval Officer via mail to the P.O. Box or Fax Number of the Region where you live. Please ensure all documentation is included as applications that are missing any supporting documents e.g. up to date Medical Certificate, cannot be processed.
5. The Regional Approval Officer will review the application and a decision will be made whether to approve or not approve the application.
6. You will be notified by the Regional Director of the outcome of your application by telephone or by mail. You will be given a Regional Approval Number which will look like this example: WMR-2012-123456. Either write your Approval Number on your Enrolment Form and/or attach a copy of the Approval letter.

STEP 2 THE ENROLMENT PROCESS

1. Once you have been notified of your Approval Number there are two ways to enrol in Distance Education. You can go to the website and download an enrolment application, or phone the DECV on 8480 0000 and request an enrolment pack to be sent to you.
2. Include with your Enrolment Form
 - The Materials and Services charge of \$160 (or the concession amount)
 - A copy of your Health Care Card
 - A copy of the student's Birth Certificate.
3. Send your Enrolment Form to the Distance Education Centre, Victoria 315 Clarendon Street, Thornbury 3071.

If you have concerns, please contact the Enrolment Unit or the Student Coordinator for counselling and guidance. They are available between 9.00 a.m. and 4.00 p.m. (or by arrangement) Monday to Friday. This is a free and confidential service.

Phone Numbers: **(03) 8480 0000**
Toll free: **(1800) 133 511** (Within Victoria)
Fax Number: **(03) 9416 8487**
Email: enrol@distance.vic.edu.au

It is preferable that enrolments be made as early as possible so that students don't fall behind in work submissions.

Eligibility

Are you a resident of Victoria?

A resident is a person with a permanent, residential address in Victoria.

The onus is on the enrolling student's family to satisfy and prove this requirement if requested.

Primary tuition is available to eligible **Victorian residents** who are unable to access regular schooling for a **minimum** of two consecutive school terms or a **minimum** of six consecutive months or more. If you are a resident temporarily travelling overseas, interstate or within Victoria you are eligible to apply.

CATEGORY: DISTANCE

DISTANCE

Eligible students in this category include:

1. Primary students under nine years of age who live more than 3 kms from the nearest government primary school or nearest bus route or stop
2. Students over nine years of age who live more than 5 kms from the nearest government primary school or nearest bus route.

Support Material Required:

A letter from the closest Government school principal verifying distances from the school and bus route must be included with the application.

Materials Charge: \$160 per year or \$80 for one semester.

CATEGORY: MEDICAL

Two sub-categories are covered under the medical category. They are:

1. Physical/Chronic health.
2. Social/Emotional issues.

The Physical/Chronic health sub-category refers to a severe disability that prevents a student from attending school on a full-time basis.

A Social/Emotional condition must be of such severity that the student is unable to participate in regular schooling on a full-time basis.

Distance education programs are provided as:

- an essential intervention strategy to make it possible for students to access or continue their education
- a support to the reintegration of the student into specialist settings or a regular school when and if this is at all possible.

Support Material Required:

Documentation to support either medical sub-categories includes information from:

1. the relevant practitioner (Doctor or Psychologist) who will complete [Form 2 – Practitioner Form](#).
2. the parents/guardians of the student and the completed [Form 4 - Parent /Guardian Independent Student Form](#)
3. the student's base school (if applicable).

These forms can be downloaded from the Enrolment section on the DECV website at www.distance.vic.edu.au. Or can be provided by the DEECD Regional Officer.

The following information is included in [Form 2 – Practitioner Form](#):

- a) the nature of the condition
- b) reasons why the student is unable to attend school on a full-time or part-time basis
- c) strategies used to keep the student at school and why these are not working (if applicable)
- d) the physical conditions that need to be met in order for the student to succeed in learning
- e) a brief outline of the planned therapy or counselling the student is undergoing
- f) an indication of the support the student will receive at home the technology available in the home
- g) the workload the student should be able to undertake

- h) when/whether it is likely that the student can commence/resume studying in a school situation
- i) where appropriate, the strategies developed to assist the student to commence/resume studying in a specialist setting or a regular school situation.

Students in either medical sub-categories must re-enrol with the distance education centre, Victoria each year and provide updated documentation as described above. **The documentation should be sent to the appropriate Regional Director for approval.**

A copy of this report and the letter of approval from the Regional General Manager must be attached to the enrolment form and sent to the DECV.

See the list of phone numbers for your local Regional Office of the Department of Education and Early Childhood Development in this booklet or phone the enrolment unit for help.

Materials Charge: \$160 per year or \$80 for one semester.

CATEGORY: SCHOOL REFERRAL

Eligible students are those who are recommended by the appropriate Regional Director as the result of the student's application being supported by their school that must download and complete [Form 1 – School Referral Form](#) and the parents/guardians of the student and the completed [Form 4 - Parent /Guardian Independent Student Form](#) from the DECV website at www.distance.vic.edu.au. Students in this category are initially enrolled for a trial period of two consecutive terms. The student's progress will be reviewed during this time before a student is recommended to continue their study with the distance education provider. Where possible, the student should be reintegrated into a regular school at the conclusion of the two-term trial. If it is not deemed in the best interests of the student to be reintegrated into a regular school, the two-term trial period may be extended upon the approval of the appropriate Regional Director.

Materials Charge: \$160 per year or \$80 for one semester.

CATEGORY: TRAVEL

Eligible students are those Victorian students who are unable to attend or access regular schools because they are travelling for Pleasure, Work, Sporting, Acting, Ballet or other commitments within Victoria, Australia or overseas for a **minimum period of 6 consecutive months or two consecutive school terms or more.**

This category includes the children of itinerant workers whose work involves moving a number of times each year.

The following documents are required:

Travel within Australia

1. A letter from the student's current school Principal is required detailing the *exit date* and *the period the student will be travelling*.
2. Students who are currently enrolled under the "**Travel**" category for travel *within Australia* and have already "travelled" for more than 2 years will need to seek approval from the DECV to continue by supplying current supporting documentation.
3. As well as the above requirements, a **detailed** travel itinerary showing the extent of the travel, dates and movement, will need to be included with the student's application usually in the form of a e.g. a Statutory declaration, or a letter e.g. from an employer or a Sporting body.
4. Proof of your Victorian residency if you have already left Victoria or Australia prior to enrolment, e.g. **a copy of your current Victorian Drivers Licence.**
5. Other documents may be requested by the DECV to establish your eligibility and residency.

Travelling Overseas

1. The same supporting documentation is required as for a Student travelling within Australia however; **travellers overseas who nominate a postal address outside Australia will be charged an additional postal charge of \$300 per year on top of the Materials charge.**
2. Proof of your Victorian residency if you have already left Australia prior to enrolment, e.g. **a copy of your current Victorian Drivers**

Licence or any other documents required by the DECV.

3. Other documents may be requested by the DECV to establish your eligibility and residency.

Materials Charge: \$160 per year or \$80 for one semester. (Plus any postage for overseas travellers)

CATEGORY: STUDENTS IN REGULAR SCHOOLS

Students already enrolled in a regular school wanting to enrol in a program with the DECV will need to apply using the "Students in Schools" application form provided by your school Principal or downloaded from our web site at www.distance.vic.edu.au

Do **not** use the enrolment form in this booklet.

The enrolment criteria for school based enrolments are different to the above categories.

CATEGORY: ENROLMENTS OUTSIDE THE GUIDELINES

In some exceptional circumstances, enrolments outside the guidelines, as detailed in categories above may be considered by the relevant Regional Director. Documentation must be provided to support the request for Distance Education tuition demonstrating that this option is in the best interests of the student.

This only applies to school aged students under the age of 17 only.

Such documentation should indicate:

- a) Why the distance education mode is in the best interests of the student.
- b) How the student will be supported in their learning by a supervisor.

Materials Charge: \$160 per year or \$80 for one semester.

Department of Education and Early Childhood Development Regional Offices

Students seeking approval in categories requiring DEECD Regional approval need to contact their respective Regional Office.

Refer to the list opposite of 2012 postal address and phone numbers of the regional offices of the Department of Education and Early Childhood Development in Victoria.

There will be some reorganisation of the DEECD regional offices during 2013. If you are unable to contact your local regional office, call the DECV or go to our web site for the updated information.

The proposed restructure will combine the following offices:

Northern Victoria – combining Northern Metropolitan and Loddon Mallee

Eastern Victoria – combining Eastern Metropolitan and Hume

Southern Victoria – combining Southern Metropolitan and Gippsland

Western Victoria – combining Western Metropolitan, Grampians and Barwon South Western

Western Metropolitan Region

Postal address: Level 3, Whitten Oval
417 Barkly Street, West Footscray VIC 3012
Phone: (03) 9291 6500
Fax: (03) 9291 6565

Barwon South Western Region

Postal address: PO Box 2086, Geelong, Victoria 3220
Phone: (03) 5225 1000
Fax: (03) 5225 1099

Grampians Region

Postal address: 109 Armstrong Street North, Ballarat, 3350 Victoria
Phone: (03) 5337 8444
Fax: (03) 5333 2135

Eastern Metropolitan Region

Postal address: Level 3, 295 Springvale Road, Glen Waverley, Victoria 3150
Phone: (03) 9265 2400
Fax: (03) 9265 2444

Hume Region

Postal address: PO Box 403, Benalla, Victoria 3672
Phone: (03) 5761 2100
Fax: (03) 5762 5039

Southern Metropolitan Region

Postal address: P.O. Box 5, Dandenong, 3175 Victoria
Phone: (03) 8765 5600
Fax: 8765 5666

Gippsland Region

Postal address: PO Box 381, Moe, Victoria 3825
Phone: (03) 5127 0400
Fax: (03) 5126 1933

Northern Metropolitan Region

Postal address: Locked Bag 2001, Coburg, 3058 Victoria
Phone: (03) 9488 9488
Fax: (03) 9488 9440

Loddon Mallee Region

Postal address: PO Box 442, Bendigo, Victoria 3552
Phone: (03) 5440 3111
Fax: (03) 5442 5321

Home Schooling

HOME SCHOOLING

This is where the family takes the responsibility to teach their children at home. This is different to distance education provided by the Distance Education Centre Victoria.

Parents wanting to home school a child are required to register the child with the Victorian Registration and Qualifications Authority.

The *Education and Training Reform Act 2006* came into effect on Sunday, 1 July 2007. The Act provides for the registration, by the Victorian Registration and Qualifications Authority (VRQA), of students of compulsory school age undertaking home schooling.

In accordance with this commitment, core subject material from Foundation to Year 10 is now available for purchase from the DECV. This is in print form only and on a cost recovery basis, to registered home schoolers of compulsory school age. Note, there is no teacher support or educational feedback on purchased material and in many cases there will be references to online material which can't be accessed.

Access to these materials is subject to compliance with copyright requirements and verification of the child's registration with the VRQA.

Information regarding the home schooling registration process for compulsory school age students can be found on the VRQA website at: <http://www.vrqa.vic.gov.au/default.htm>

Cost of purchasing the Material only: \$160 per whole Grade/Year level course or **\$80 for one semester.**

Contact the DECV Enrolment Office for a "Purchase of Materials" application form.

Parental Occupation Group Codes

Please select the appropriate letter from the following list of groups.

- If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please enter the occupation group letter of your last occupation
- If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

List of Parental Occupations:

Group A

Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation
- **Public Service Manager** (Section head or above), regional director, health / education / police / fire services administrator
- **Other administrator** (school principal, faculty head / dean, library / museum / gallery director, research facility director)
- **Defence Forces** Commissioned Officer
- **Professionals** - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)

Air/sea transport (aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller)

Group B

Other business managers, arts/media/sportspersons and associate professionals

- **Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

- **Specialist Manager** (finance / engineering / production / personnel / industrial relations / sales / marketing)
- **Financial Services Manager** (bank branch manager, finance / investment / insurance broker, credit / loans officer)
- **Retail sales / Services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts / Media / Sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)

- **Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals:

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional

Business / administration (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)

Defence Forces senior Non-Commissioned Officer

Group C

Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group
- **Clerks** (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff:**
Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
Service (aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group D

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production / processing machinery and other machinery operators

- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**

Office (typist, word processing / data entry / business machine operator, receptionist, office assistant)

Sales (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)

Assistant / aide (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers

Defence Forces - ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)

Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

in one of the following alternative care arrangements away from their parents.

These DHS facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff. In Victoria, approximately 4000 children and young people live in out of home care. Students entered in this category are those that the Partnering Agreement: School Attendance and Engagement of Children and Young People in Out of Home Care has been developed to support.

In order to monitor the educational outcomes for this cohort, it is necessary to accurately record and maintain the attendance and achievement records of these students.

(H) HOMELESS Youth:

Have parents who cannot exercise their parental responsibilities, **or**
Finds it unreasonable to live at home because there is:
extreme family breakdown;
serious risk if they continue to live in the parental home;
consistent deprivation of basic necessities such as food, water, clothing, shelter, sleep etc.;
threat to health and wellbeing through drug or alcohol abuse, criminal or illegal activity or violence in the home;
or
Are a refugee or orphan not living with parents / guardians

Living Arrangements

- (B) **At home with TWO parents / guardians**
Where student has regular access to two adults to support them with their education
- (O) **At home with ONE parent / guardian**
Where student has regular access to one adult to support them with their education
- (A) **Arranged by State-Out of Home Care**
Students to be entered in this category are those **who have been subject to protective intervention by the Department of Human Services** and live

- (I) **INDEPENDENT students (with extended family or arranged private board):**
Have to live away from home to study
Are or has been married or has been living in a marriage-like relationship for at least 12 months, **or**
Have a dependent child, **or**
Have worked at least 30 hours per week for at least 18 months during the past 2 years

DECV Privacy Policy

This confidential enrolment form and any other forms such as excursions/seminars/open days or any other DECV events, will ask for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that the Distance Education Centre, Victoria can register the student and allocate staff and resources and to provide for their educational and support needs.

Health information is asked for so that staff at the Distance Education Centre, Victoria can properly care for the student. This includes information about any medical condition or disability the student may have medication they may rely on while at school, any known allergies and contact details of the student's doctor. The Distance Education Centre, Victoria depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

The Distance Education Centre, Victoria - requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to The Distance Education Centre, Victoria. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that The Distance Education Centre, Victoria may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to The Distance Education Centre, Victoria.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that The Distance Education Centre, Victoria receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Public Identity of Students

For photographs of students to be published or displayed beyond the DECV environment, the school requires that we have current signed release forms on file. These settings may include presentation on the DECV web site at www.distance.vic.edu.au, in newsletters, at exhibitions, or other publicly available forums. Permission forms for this purpose will be issued at the time of the event/s, such as seminars, the school camp, open days and public exhibitions.

Visa status

This information is required to enable The Distance Education Centre, Victoria to process the student's enrolment.

UPDATING YOUR SCHOOL RECORDS

Please let The Distance Education Centre, Victoria know if any information needs to be changed by sending updated information to the school office. During the student's time with The Distance Education Centre, Victoria we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO THE STUDENT RECORD HELD BY SCHOOL

In most circumstances the student can access records about them that are held by The Distance Education Centre, Victoria. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. If you have any concerns about the confidentiality of this information please contact the Principal. The Distance Education Centre, Victoria can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.

Online Acceptable Use Policy

When using the Online environment for school purposes, I agree to:

- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet in line with my school's student engagement policy (particularly its code of conduct) and use appropriate language when talking to and working with others online and never participate in hate mail
- use the Internet, as directed by my school, for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by the school
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the Internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or subject teachers
- not download unauthorised programs, including games, or run them on school computers
- talk to my teacher or another adult if:
 - I need help online
 - I feel that the welfare of other students at the school is being threatened by online activities
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private

These points are explained in detail in the school's Online Acceptable Use Policy. You will find it by visiting www.distance.vic.edu.au

Foundation to Year 2

The Foundation and Year 1 Learning Programs have been written in two sections. The first is the *Supervisor's Handbook* and the other the *Student's Work Books*.

The *Supervisor's Handbook* contains directions and teaching notes for the parent or supervisor and provides detailed instructions for both written and informal learning activities. The *Student's Work Books* are a series of worksheets for the student to complete. On completion, the student's fortnightly work is sent into the teacher for assessment and feedback.

The Year 2 Learning Program consists of integrated books for *English Across the Curriculum* and *Mathematics*. Most children at this level will require the supervisor to read the instructions for the activities and provide assistance as necessary.

English

The English Learning Program has been planned using an integrated curriculum approach to give meaning and purpose to activities. Aspects of Health and Physical Education, History, Visual Arts, Science, I.C.T. and other key learning areas are incorporated in the 18 fortnightly modules. The Learning Program is compliant with the Victorian Department of Education and Early Childhood Development curriculum guidelines and includes components of the Australian Curriculum which have been released to date. A resource pack is provided which includes a Supervisor's handbook for *English Across the Curriculum* and also for Handwriting. In Year 2, a write-in dictionary is provided for the student to build up their own vocabulary.

Mathematics

The Maths Learning Program is in Module booklets and where possible is related to a specific topic. The course aims for students to improve their mathematical understandings by assisting them to make connections between their prior knowledge and the new experiences outlined. Interactive CDs and individual accounts with Mathletics are given to each student after enrolment. Resource packs are provided which include a supervisor's handbook, an interactive CD and in Year 1, additional mathematical materials.

Early Years Literacy Program

The *Early Years* Literacy Program is an important component of the curriculum at the Distance Education Centre Victoria. Together with the course materials it will assist your child's development of literacy skills. One of the aims of this program is to enable each student to access books that are at his or her individual instructional level. These books should match your child's current literacy development. Your child should be able to identify most words on the page enabling consolidation and speedy identification of the most frequently used words in reading, whilst simultaneously being introduced to a core of new interest words. Literacy testing takes place at the commencement of enrolment. Individual passwords to online reading programs are available after enrolment.

Years 3 and 4

The Year 3 and 4 Learning Program has been developed under the Victorian Department of Education and Early Childhood Development curriculum guidelines. It offers comprehensive skill and integrated inquiry based tasks that are flexible and adaptive to suit individual student needs or circumstances. The Years 3 and 4 Learning Program consists of three subjects, English Skills, Inquiry Modules and Maths Modules. Maths Solution Booklets and Supervisor's Handbooks are also provided. The modules of work are not meant to be completed by the student working alone. The supervisor plays a vital role in making sure the child understands tasks being undertaken and any challenging vocabulary. It is also important that the supervisor checks that the student understands the expectations for each subject within a particular day and works with them to support them in activities being undertaken. Speaking and oral reading activities are included in the modules and students are asked to regularly submit sound files and complete online activities.

English Skills

The English Skills Learning Program consists of sixteen sequential two week modules. The emphasis is on increasing writing and reading skills where students focus on grammar, spelling and punctuation and activities which centre on specific text types or focused research skill building tasks.

Inquiry Modules

The sixteen Year 3 and 4 Inquiry Modules have been developed using a themed integrated curriculum and take an inquiry based approach to learning. They incorporate AusVELs with key learning areas such as The Arts, Health and Physical Education, Science, History, Geography, Technology and ICT skills. These modules provide opportunities for students to experiment, report, design, investigate and communicate understandings on a variety of topics.

Mathematics

The Maths Learning Program consists of 16 sequential modules each containing activities for two weeks. Solution Booklets are provided for each module so that supervisors are able to correct maths activities every day to ensure immediate feedback and assistance if problems are experienced. *Mathletics* is also provided as further supplementary and enrichment to the maths modules.

Discovery Learning

The Discovery Learning component for Year 3 and 4 is based on individual student's interests and educational needs and is undertaken alongside the student's regular subjects. Discovery Learning develops student's research and problem solving skills with a focus on building independent learning.

Years 5 and 6

The Years 5 and 6 Learning Programs are compliant with the Victorian Department of Education and Early Childhood Development curriculum guidelines and include components of the Australian Curriculum which have been released to date.

We provide well-balanced, comprehensive skill based and integrated inquiry modules catering for a wide range of skills and circumstances.

Teachers are flexible and if necessary encourage supervisors to adapt activities to suit their child's special needs or circumstances.

English

The English Learning Program consists of 16 sequential modules each containing activities for two weeks. The emphasis is on developing writing and reading skills where students focus on grammar, spelling and punctuation. Each module

teaches a specific text type where students participate in activities such as film analysis, imaginative work, creative responses and book reports.

Mathematics

The Maths Learning Program consists of 16 sequential modules each containing activities for two weeks. We provide *Solution Booklets* for each module so that supervisors can check the work each day and offer immediate feedback and assistance if problems are experienced. Each module includes a *Progress Assessment* that is assessed by the teacher to pinpoint any problem areas. Supplementary and enrichment activities such as the *Mathletics* on-line program are provided.

Science Inquiry

The Years 5 and 6 Science Learning Program comprises of four week modules focusing on the four branches of science – *biological, chemical, physical* and *earth science*. There are opportunities to experiment, report, design and pursue investigations and to communicate understandings.

Arts Inquiry

The Arts Learning Program consists of 16 modules each containing lessons and activities for two weeks. The Learning Program focuses on the three branches of The Arts curriculum – *Visual Arts, Music* and *Drama*. An additional module is provided on *Dance* where students have the opportunity to explore, create and perform.

Humanities Inquiry

The *Humanities Inquiry Learning Program* consists of 16 modules planned in an integrated inquiry approach. Aspects of *History, Geography, Technology, Health and Physical Education*, are incorporated into the modules. The integrated approach gives meaning and purpose to the English language by providing opportunities for students to research specific topics and apply learnt English skills to their presentations.

Discovery Learning

The Discovery Learning component for Year 5 and 6 is based on individual student's interests and educational needs and is undertaken alongside the student's regular subjects. Discovery Learning develops student's research and problem solving skills with a focus on building independent learning.

On Line Classrooms

All F–6 teachers have online classrooms which enable the display of student work and the opportunity for students to participate in Chat Rooms with their classmates, in a supervised online environment. Parents are welcome to visit the online classrooms too.

We are currently developing online Learning Programs.

LOTE (Languages Other Than English)

All Year 5 and 6 DECV students will have the opportunity to include a LOTE (Language Other Than English) for beginners into their study program. This language would be taught through the distance education section of the Victorian School of Languages (VSL). The VSL is currently offering German Indonesian, Greek, Spanish and French in the distance education mode. The language program is based on successful learning strategies of the literacy and numeracy programs of both year levels. The first contact with the LOTE will occur in small and easy steps. A range of activities is presented, covering the strands of listening, speaking, reading and writing. A further focus of the program is on the use of Information and Communication Technologies using computers, interactive software and multimedia tools.

This document is to confirm the student named below is transferring to the Distance Education Centre, Victoria in 2013. This form **MUST** accompany any **NEW** enrolment at the Distance Education Centre, Victoria.

Students Name _____ **Year Level:** _____

*Each student **leaving** their current school must fill out the details required in the sections below. This form must be completed and signed by their school principal and attached to the DECV Enrolment application.*

CURRENT ENROLMENT DETAILS

Date of Birth: _____ VSN: _____

Address: _____ Telephone: _____

NEW ADDRESS DETAILS (If applicable)

Address: _____ Telephone: _____

DECLARATION BY PARENT/GUARDIAN

I the Parent/Guardian acknowledge that the child above has exited from their previous school and will be enrolling with the Distance Education Centre Victoria.

Parent/Guardian/Independent Name: _____

Parent Signature: _____ **Date:** _____

DECLARATION BY STUDENT (to be completed by those students who leave before completing VCE)

Please transfer my enrolment and any VCE records to my new school.

Student Signature: _____

DECLARATION BY THE PRINCIPAL

I _____ Principal of _____

confirm that _____ has left this school on the _____ to enrol as a (Circle one) Full Time or Part Time student (Part-Time fraction of, **0.** ___ at the DECV)

Principal Signature _____ **Date** _____

**EDUCATION MAINTENANCE ALLOWANCE (EMA)
FORM 2013**

SCHOOL REF ID

For students under 16 Years of age ONLY

The following details must be completed by the applicant (the concession card holder). EMA is payable by either Electronic Funds Transfer (Direct Credit) to your nominated bank account, or by cheque.

SCHOOL NAME	_____			
APPLICANT / PARENT DETAILS				
SURNAME	_____			
FIRST NAME	_____			
ADDRESS	_____			
TOWN/SUBURB	_____	STATE	_____	POSTCODE
CONTACT PHONE NUMBER: _____				
CENTRELINK PENSIONER CONCESSION / HEALTH CARE CARD NUMBER (CRN)		OR	FOSTER PARENT	OR
_ _ _ _ - _ _ _ _ - _ _ _ _ - _			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
<i>* Foster Parents must provide copy of the temporary care order letter from the Department of Human Services (DHS) or Courts, etc.</i>				
EMA PAYMENT METHOD Please TICK the box below for your preferred payment method				
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Direct Deposit to parent Payment will be made to your bank account by Electronic Funds Transfer (provide bank account details below)	Direct Deposit to school Payment will be made to school to be held as credit which you can use towards education expenses.		Cheque Payment will be made as a cheque which will be posted to the school	
ACCOUNT NAME (Eg John Smith) _____				
FINANCIAL INSTITUTION NAME (Eg Westpac) AND BRANCH _____				
BSB No. _ _ _ _ _ _ _ _		BANK ACCOUNT No. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _		
<i>*If you are unsure of the above details check your Bank Statements or enquire at your Financial Institution.</i>				
STUDENT DETAILS (ONLY for students under 16 years of age)				
SURNAME	FIRST NAME	STUDENT ID	DATE OF BIRTH DD/MM/YYYY	YEAR LEVEL
<p>The Department of Education and Early Childhood Development collects your personal information for the purpose of administering the Education Maintenance Allowance (EMA) payment. Some personal information may be disclosed to other Victorian Government departments, such as the Department of Human Services, for the purpose of evaluation and monitoring of concession card services.</p> <p>The Department of Education and Early Childhood Development may disclose some of your personal information to Centrelink to confirm that the details provided matches Centrelink's records. This is to be used for testing eligibility for EMA applications for 2013.</p> <p>The Department of Education and Early Childhood Development will provide the above bank account details to Westpac Bank for the sole purpose of making the EMA payment into your nominated bank account. The bank account details provided will not be disclosed or used for any other purpose. You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.</p>				
SIGNATURE OF APPLICANT _____		DATE ____/____/____		

ENROLMENT OF FULL TIME DECV PRIMARY STUDENTS IN LANGUAGES OTHER THAN ENGLISH 2013

If you wish to study a language by distance mode, please complete all sections on the form below and return it to the DECV with your other subject selections.

Cost:

Fees are as detailed in the DECV enrolment information and should be paid direct to the DECV.

Please Note:

- The languages offered by the VSL for years 5 and 6 are for beginners. If you have any questions about the language program contact the VSL Distance Education Section on 9474 0500 or 1800 675 872.

Student Details:

Family Name: _____ Given Names: _____

VSN: _____ Date of Birth: _____

Contact Phone: _____ Male / Female: _____

Contact Fax: _____ Mobile: _____

Enrolment category: traveller Interstate Overseas Medical Distance

Other _____

Student Email: _____

Parents Name: _____ Parent Phone _____

Parents Email: _____

Student Postal Address _____

Overseas address for travellers _____

Language and Level:

Which language(s) do you wish to study?

German Greek Indonesian

Spanish French

I have previously studied the language: Yes No

If Yes, how many years: _____

Name of School(s): _____

Have you any experience with the language? Yes No

If Yes, provide details (e.g. you speak it at home, you lived in a country where it was spoken, etc.)

Additional Family details

Mother/Parent 1/ Guardian 1	Father/Parent 2/ Guardian 2
<p>Family Name:</p> <input type="text"/> <p>First Name:</p> <input type="text"/> <p>Occupation:</p> <input type="text"/> <p>Employer:</p> <input type="text"/> <input type="text"/>	<p>Family Name:</p> <input type="text"/> <p>First Name:</p> <input type="text"/> <p>Occupation:</p> <input type="text"/> <p>Employer:</p> <input type="text"/> <input type="text"/>
<p>In which country were they born?</p> <input type="text"/>	<p>In which country were they born?</p> <input type="text"/>
<p>Does the mother/guardian 1, mainly speak a language other than English <i>at home</i>?</p> <p><input type="checkbox"/> No, English only</p> <p><input type="checkbox"/> Yes, Other - please specify</p> <input type="text"/>	<p>Does the father/guardian 2, mainly speak a language other than English <i>at home</i>?</p> <p><input type="checkbox"/> No, English only</p> <p><input type="checkbox"/> Yes, Other - please specify</p> <input type="text"/>
<p>What is the <i>highest</i> year of primary or secondary school the parent/guardian has completed?</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent or below</p>	<p>What is the <i>highest</i> year of primary or secondary school the parent/guardian has completed?</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent or below</p>
<p>What is the level of the <i>highest</i> qualification the parent/guardian has completed?</p> <p><input type="checkbox"/> Bachelor degree or above</p> <p><input type="checkbox"/> Advanced diploma/Diploma</p> <p><input type="checkbox"/> Certificate I to IV (including trade certificate)</p> <p><input type="checkbox"/> No non-school qualification</p>	<p>What is the level of the <i>highest</i> qualification the parent/guardian has completed?</p> <p><input type="checkbox"/> Bachelor degree or above</p> <p><input type="checkbox"/> Advanced diploma/Diploma</p> <p><input type="checkbox"/> Certificate I to IV (including trade certificate)</p> <p><input type="checkbox"/> No non-school qualification</p>
<p>What is the occupation of the parent/guardian? - If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. - If the person has not been in paid work in the last 12 months, enter 'N' - Please select the appropriate occupation group letter from the list on Page 14-15 of the Handbook.</p> <p style="text-align: right;">Group <input type="text"/></p>	<p>What is the occupation of the parent/guardian? - If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. - If the person has not been in paid work in the last 12 months, enter 'N' - Please select the appropriate occupation group letter from the list on Page 14-15 of the Handbook.</p> <p style="text-align: right;">Group <input type="text"/></p>

Important Information (For Medical and Referral Categories)

Please provide details (dates/results) of any assessments undertaken by the following specialists. Provide copies or use an additional page if necessary.

Specialist	Name of Specialist	Year
Paediatrician		
Optometrist/Ophthalmologist		
Audiologist		
Psychologist/Psychiatrist		
Educational Advisor		
Speech Therapist		
Occupational Therapist		
Other		

Has your child ever received additional educational support under any of the following programs?

- Program for Students with Disabilities (PSD)
- Home Based Education Support Program (HBESB)
- Royal Children's Hospital (RCH) Education Institute
- Visiting Teacher Service
- Integration Aide
- Out of home care
- Other (Please specify) _____

Please list people who may be contacted to support your child's enrolment at the DECV (eg. teacher, counsellor, psychologist etc.)

Name	Position	Phone

Consent to Access Student Records and Information:

The DECV aims to work together to provide the best possible help for you. When you use our service we ask for details about you. This information is collected so that we can establish what support you require and provide you with appropriate services.

I give consent for the DECV to access any existing relevant personal or health information (eg. DEECD Psychology Files) located at DEECD Regions, agencies or previous school/s.

Signed: _____
Student

Date: / /

Signed: _____
Parent/Guardian (If student under 16)

Date: / /

Declarations

1. Student Work Examples:

There are occasions throughout the year when we may require examples of student work for displays at the DECV and for internal educational publications only, such as general student response sheets and the online learning environment (which requires password access).

Please tick the box if you **DO NOT** give permission:

2. Do you have the following?

1. Access to a computer No Yes, to my own computer Yes, to a shared computer
2. Access to the Internet No Yes, ADSL/Cable broadband or similar Yes, limited

Compulsory: All Students Must Provide

To ensure the safety of students in our care, a photograph is required of all students at enrolment. A **colour** photograph must be supplied of sufficient quality, to be able to clearly identify the student. The picture should not include other family members or friends, and enable teachers and administrative staff to easily recognise the student from the image.

Attach an official **passport photograph** to this application. It must be a clear frontal head shot of the applicant. (No encumbrances, sunglasses or hats should be worn.)

The file can be emailed with the application forms through to the DECV at enrolment@distance.vic.edu.au, or sent in the post. Ideally, it should accompany enrolment forms for the student, but if sent separately, it must be clearly labelled identifying the full name and ideally, student ID if available.

**ATTACH
PASSPORT
PHOTO HERE**

Enrolment Agreement:

- The Student needs to submit work regularly, in accordance with the prescribed submission schedule for each subject, in order to get the most out of their DECV learning program.
- The DECV acknowledges that individual circumstances can change during the course of a students' DECV learning program. It is agreed that students or their parents/guardians will contact their DECV teacher/s to negotiate suitable submission arrangements if this situation arises.
- The DECV will initiate the Student Management Action Plan (SMAP) for students who do not submit work in accordance with their submission schedule. The Student Management Action Plan may result in enrolment cancellation or referral to a DEECD Region.
- Enrolment cancellation or referral to a DEECD Region may affect your eligibility to receive any allowance payments and you may be directed by Centrelink to repay any payments already received.

I have read and understood the DECV Privacy Policy and the Online Acceptable Use Policy in this booklet.

Signed: _____

Parent/Guardian

Date: _____ / _____ / _____

