

Eligibility Determination – Beginners Language Courses

Information and Application Form

In order to enter a Stage 6 Beginners language course, a student must be determined eligible. The student should apply to their school principal for an eligibility determination, if possible during Term 3 of Year 10.

A student applying for an eligibility determination must:

- complete all sections of the *Beginners Language Course – Application for Eligibility Determination* (including the Statutory Declaration)
- provide relevant additional documentation if required by their principal
- provide relevant additional documentation that the student wishes to include.

False, inaccurate or incomplete information could place at risk a student's eligibility for the Higher School Certificate.

Eligibility criteria

The eligibility criteria for Beginners language courses are as follows.

- The student has had no more than 100 hours' study of the language at the secondary level (or the equivalent).
- The student has little or no previous knowledge of the language. For an exchange student, a significant in-country experience (involving experiences such as homestay and attendance at school) of more than three months renders the student ineligible.

Note: For the purpose of determining eligibility:

- a speaker of a dialect or a variant of a language is considered to be a speaker of the standard language
- a speaker of Indonesian or Malay is considered to be a speaker of both languages.

Determining eligibility

Eligibility to undertake a Beginners language course is determined by the principal of the school delivering the course. This may be the student's home school, the Saturday School of Community Languages, the NSW School of Languages, a Distance Education Centre or TAFE. For a student who intends to study the course with an approved outside tutor, eligibility is determined by the principal of the student's home school.

To be deemed eligible for a course, a student must meet all of the eligibility criteria for that course at the time of entry to the course.

The principal's eligibility determination should, where possible, be provided to the student in writing at least 10 school weeks prior to the commencement of delivery of the course.

Principal Review and Appeal to NESA

If the student believes that the principal's determination has not been made in accordance with the course eligibility criteria, they may seek a review of the determination from the principal. If, following the principal's review, the student remains ineligible to undertake the Beginners language course, the student may appeal to NESA. Principals should inform students of the review and appeal procedures and provide students with the relevant forms on request.

Any request for a review of the determination by the principal must be submitted to the principal within one week of the student's receipt of the eligibility determination. The request must be submitted on the *Application for Review of Eligibility Determination* form, and may include relevant documentation not included in the original application. The principal/school review panel will review the determination and advise the student in writing of the outcome of the school review.

If the student wishes to appeal to NESA against the principal's determination, the appeal must be submitted by the school to NESA within one week of the student's receipt of the school review determination. The appeal must include:

1. a completed *Beginners Language Course – Application for Eligibility Determination* (including the Statutory Declaration)
2. a completed *Application for Review of Eligibility Determination* form
3. a completed *Appeal to NESA against Principal's Eligibility Determination* form
4. any documentation submitted to the principal as part of the student's application for eligibility determination or review.

Appeals should be forwarded to:

Student Support
NESA
GPO Box 5300
Sydney NSW 2001

NESA will notify the principal and the student of its decision in writing.

Beginners Language Course

Application for Eligibility Determination

PART A: TO BE COMPLETED BY THE STUDENT

Applicant details:	
Student Number:	
Student Name:	

Language:	
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Home school details:	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

Teaching school details (if different from home school)	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

Section 1: Formal education*

* *Formal education is “Education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country.” UNESCO – International Standard Classification of Education (2011).*

Please write the required information in the table below. FILL IN ALL BLANKS. If you did not attend school in any of these years, please write ‘none’ in the relevant space.

School year	Calendar year	Name of school attended	Country in which school was attended	Languages learned (other than English)
10				
9				
8				
7				
6				
5				
4				
3				
2				
1				

Further information related to formal education (if applicable):

Student name Student number

Section 2 (Declaration A): GENERAL INFORMATION – ALL COURSES – ALL STUDENTS to complete the 8 QUESTIONS below				
1. In which country were you born?				
2. What language did you first learn to speak?				
3. Which language(s) do your parents speak? a) Father b) Mother	Most of the time	Sometimes (please quantify)		
4. Which language(s) do you speak with your parents? a) Father b) Mother				
5. Which language(s) do you speak with your friends?				
Reading/Writing	Easily	Reasonably	With difficulty	Not at all
6. How well can you read the language for which you are applying to study?				
7. How well can you write the language for which you are applying to study?				
<p>8. Have you had any in-country experience in the language for which you are applying?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> in (country)</p> <p>If yes, please provide details by ticking the appropriate boxes or providing specific information.</p> <p>a) How long were you in the country? Please provide dates</p> <p>b) Did you attend school there? No <input type="checkbox"/> Yes <input type="checkbox"/> If so, for how long?</p> <p>c) What proportion of your lessons were in the language of the country? <input type="checkbox"/> all <input type="checkbox"/> some <input type="checkbox"/> none</p> <p>d) Did you travel around during your visit? No <input type="checkbox"/> Yes <input type="checkbox"/> If so, for how long?</p> <p>e) Did your visit involve homestay? No <input type="checkbox"/> Yes <input type="checkbox"/> If so, for how long?</p>				

Section 2: Knowledge of the language from other sources

Please use the space below to provide a statement about the extent of your knowledge of the language gained from other sources.

1. Have you used the language to communicate with anyone outside the classroom? Yes / No
(please circle)

If yes, please provide details of the type and extent of any communication that has involved you in speaking, writing, reading or listening to the language outside the classroom.

2. Have you attended classes in the language given at a community language school or by a private tutor? Yes / No
(please circle)

If yes, please provide details of:

a) the classes you attended.

b) the period of attendance and the total number of hours you have spent in these classes.

3. Have you been an exchange student in a country where the language you are applying for is used as the language of communication?

Yes / No
(please circle)

If yes, please provide details of:

a) time spent in that country

b) time spent living with a family in that country

c) time spent attending a school in that country

Section 3: Additional documentation provided by the student

Students may choose or be asked to provide additional documentation to support their application. Such documentation may include school reports from other schools, passports or evidence of residency in Australia and/or overseas.

Please list any additional documentation submitted with this application.

Section 4: Student declaration

Please complete the Statutory Declaration, which must be signed by the student and an appropriately qualified person. The following persons may witness a statutory declaration in New South Wales:

- a justice of the peace
- a notary public
- a solicitor or barrister with a current New South Wales or interstate practising certificate
- a commissioner of the court for taking affidavits
- a person by law authorised to administer an oath.

It is an offence under the *Oaths Act, 1900* to make a false statutory declaration. If you are unsure of the answers to any of the questions you have given above, seek advice from your principal before you sign the declaration.

Statutory Declaration *OATHS ACT 1900, NSW, EIGHTH SCHEDULE*

I, , do solemnly and sincerely declare that
[name of declarant]

all information given on this form is complete and correct, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on
[place] [date]

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, , a ,
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

1. *I saw the face of the person *OR* *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months *OR*
*I have confirmed the person's identity using an identification document and the document I relied on was
[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]

PART B: TO BE COMPLETED BY THE SCHOOL

Section 5: Statement by student's home school

The language course for which _____ is applying will be delivered by:
(student's name)

(Please tick)

- the student's home school
- TAFE
- the Saturday School of Community Languages
- the NSW School of Languages
- a Distance Education Centre at _____
- another high school, namely _____
- an approved outside tutor

The following additional information is provided for the consideration of the principal making the eligibility determination. Such additional information can be drawn from school enrolment forms, school interviews or school assessment. Where possible a teacher's assessment should be included.

Teacher's Name: _____

Teacher's Signature: _____ Date: ___/___/___

Principal's Name: _____

Principal's Signature: _____ Date: ___/___/___

Section 6: Statement by school delivering the course (if different to home school)

Additional comments / information where the school delivering the course is not the student's home school.

Teacher's Name: _____

Teacher's Signature: _____ Date: ____/____/____

Section 7: Eligibility determination

The eligibility determination is to be made by the school delivering the course for which the student is seeking an eligibility determination. This may be the student's home school, the Saturday School of Community Languages, the NSW School of Languages, a Distance Education Centre or TAFE. In the case of a student who intends to study the course with an approved outside tutor, this section is to be completed by the student's home school.

_____ is eligible ineligible to commence the
(student's name)

_____ course in _____.
(name of course) (calendar year)

School / Institute: _____

Principal's Name: _____

Principal's Signature: _____ Date: ____/____/____

Beginners Language Course

Application for Review of Eligibility Determination

This form need only be completed if the student believes that the principal's determination has not been made in accordance with the course eligibility criteria, and the student is seeking a review of the determination by the principal.

PART A: TO BE COMPLETED BY THE STUDENT

Applicant details:	
Student Number:	
Student Name:	

Language:	
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Home school details:	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

Teaching school details (if different from home school)	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

Section 1: Student statement

Please provide an additional statement in support of your application for a review of your eligibility determination.

Section 2: Additional documentation (optional)

If you wish to provide any additional documentation in support of your application for a review of your eligibility determination, please list the additional documents in the space below.

Student's Name: _____

Student's Signature: _____ Date: ____ / ____ / ____

PART B: TO BE COMPLETED BY THE PRINCIPAL

Section 3: Principal's review and determination

In reviewing the determination of a student's eligibility to enter a Stage 6 Language course, the principal is required to consider:

- the student's original *Application for Eligibility Determination*
- any additional documentation submitted with the original Application
- the additional statement made and any documentation that the student may have provided with the student's *Application for Review of Eligibility Determination*.

Determination:

_____ is eligible to commence the
(student's name) ineligible

_____ course in _____.
(name of course) (calendar year)

School / Institute: _____

Principal's Name: _____

Principal's Signature: _____ Date: ____/____/____

Beginners Language Course

Appeal to NESAs against Principal's Eligibility Determination

This form need only be completed if the student wishes to appeal to NESAs against the principal's determination.

PART A: TO BE COMPLETED BY THE STUDENT

I _____

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(student name) (student number)

wish to appeal to NESAs against the principal's determination that I am ineligible to undertake the _____ Beginners language course.
(language)

Student's Signature: _____ Date: ____/____/____

PART B: TO BE COMPLETED BY THE PRINCIPAL

I acknowledge the student's appeal to NESAs against the determination I made that the student is ineligible to undertake the above Beginners language course. I will send all the relevant documentation that was considered in making the determination.

Principal's Name: _____

Principal's Signature: _____ Date: ____/____/____