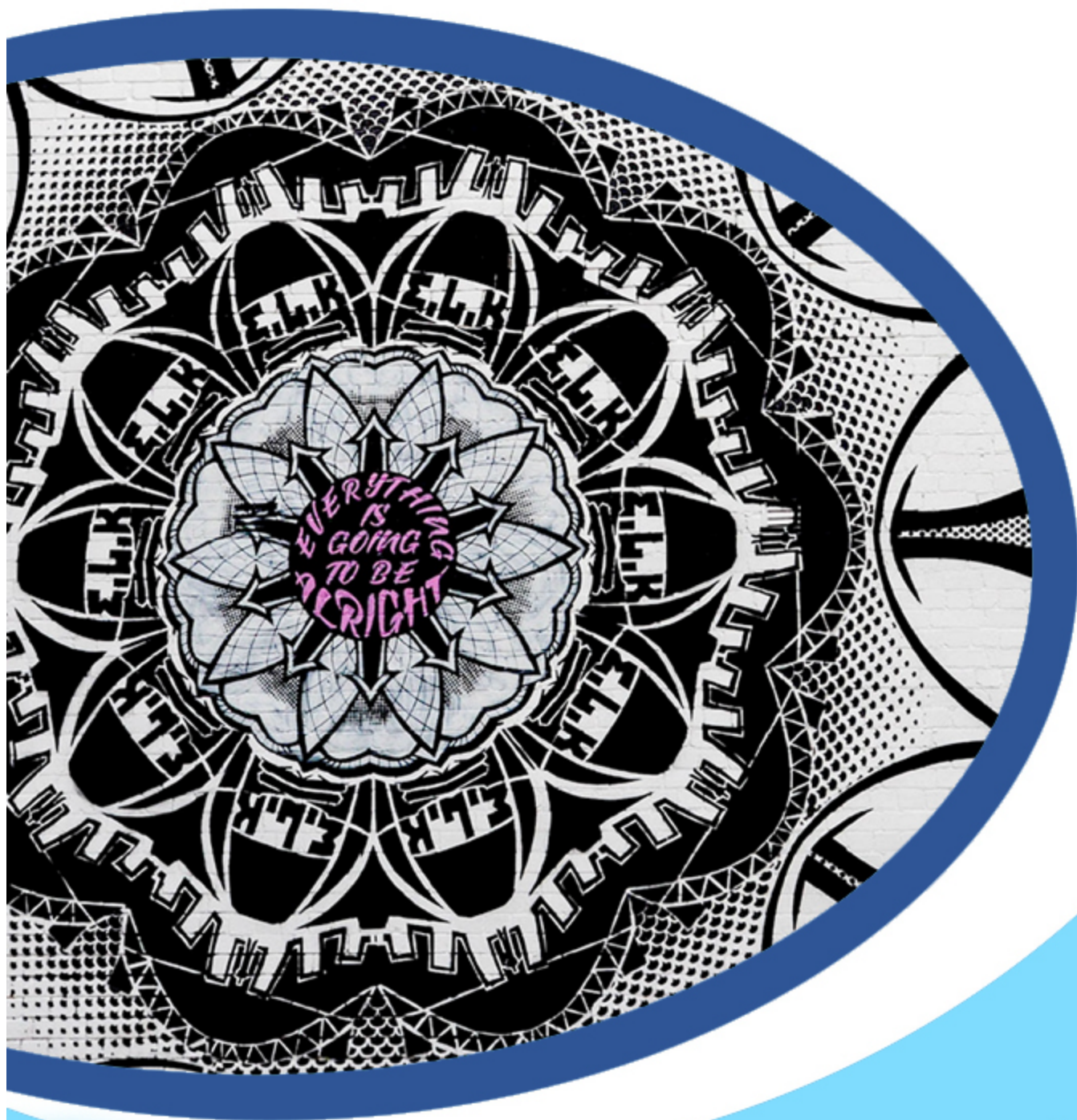


Guide for Supervisors of Settings SSP 2023



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SSP supervisor information

Supervisors play a vital facilitating role; they are the link between the teachers and the student. They are partners with the teachers in the delivery of education. Their main role is to guide, encourage and support students in developing independent learning skills and enabling students to do set tasks in the negotiated time.

We aim to make this partnership a positive one and to encourage and facilitate communication at all levels.

We've put together a guide for Supervisors of SSP Settings to assist them in supporting their students while studying at Sydney Distance Education High School.

School contact information

The three Head Teachers Secondary Studies (HTSS) are your contact for anything about enrolment, course changes and arranging school visits.

Head Teacher Secondary Studies (Years 7–9)	Marija Gavranic	9383 0214
Head Teacher Secondary Studies (Year 10)	Angela Zarocostas	9383 0230
Head Teacher Secondary Studies (Years 11–12)	Christine Lazaris	9383 0245

We have put together some of the forms that you may need during your time at SDEHS.

SDE Launchpad Program (Student Induction)

Prior to commencing their coursework every new enrolment is expected to complete the SDE Launchpad Program (Student Induction). Supervisors and students will receive an email from the Induction Team.

SSP Curriculum access application form

Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011
Locked Bag 5000 POTTS POINT NSW 1335
Telephone: (02) 9383 0200



Distance Education Supplement

4. Special Placement Settings (Schools for Specific Purposes) Curriculum Access Provision

This application must be endorsed by the Director Educational Leadership.

Distance education can only be used as part of a documented personalised learning plan and support plan or a transition plan for a student in this setting.

Applications for Curriculum Access are only processed when the appropriate contributions payments have been received.

(Please print clearly)

Setting name _____ **Contact person** _____

Phone _____ **Fax** _____ **Email** _____

Student name _____ **Year** _____

Principal of Setting

As Principal, I certify that:

- the setting is unable to provide curriculum access for the student in a key learning area at an appropriate stage level through any other means than distance education
- I have submitted a documented personal learning and support plan or transition plan for the student
- I have provided additional documentation deemed necessary to develop an appropriate learning program for the student
- as far as practical the setting will manage the transition to another education setting

Also, I certify that:

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- a member of the teaching staff at the home school has been nominated to supervise the study arrangements of the student, including assignments, formal examinations and assessment tasks
- the student will be allocated the prescribed time to study courses, including daily study/work periods and times when distance education teachers can contact supervisors
- procedures will be in place to ensure that the student will regularly return work and complete all tasks including assignments, formal examinations and assessment tasks
- the student is informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school
- the student will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, internet access, video conferencing and audio equipment, that meet the department's current specifications
- the student has access to and use of supervised specialist rooms as required
- procedures will be in place to ensure that parental/carer permission is obtained for the student to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities
- provide an appropriate supervisor to accompany any student/s attending excursions or activities associated with Sydney Distance Education High School

NESA students at SSPs

Go into the individual student record

Select an action

- [change details](#)
- [change courses](#)
- [withdraw enrolment](#)
- [enrolments/results](#)
- [result history](#)

Enquiries

For technical assistance to the Schools Online service or information on the student enrolment and credentialling for students doing the Higher School Certificate, Preliminary, Year 10, or a VET qualification, please call the Students Records Unit on

- [\(02\) 9367 8001.](#)

For Marking application and appointment enquiries, please call the Marker Support Section:

- [\(02\) 9367 8104.](#)

For Disability Provisions please call Student Support Services:

- [\(02\) 9367 8117](#)
- [\(02\) 9367 8325.](#)
- [\(02\) 9367 8381.](#)

2015 Stage 5

Delete Enrolment for year 10 is available from 8:00 am 27th January 2015 to 8:00 pm 13th March 2015

Student Name				
Address				
Award Intention				
Exam Centre				
Date of Birth				
Gender				
Your Reference				
Telephone No				
Mobile No				
Email Address				
Confirmation of Entry				

Course Name	Course Number	Hours /Units	Grade/ Assessment/ Estimate	Studied Elsewhere
Courses ENTERED in 2015				
Board Developed Courses				
English	300	200		
Mathematics	323	200		
Science	350	200		
Personal Development, Health and P.E.	2421	100		
Mandatory Studies (Graded)				
Australian Geography	4015	100		
History	4007	100		

Your enrolment record indicates:

You expect to complete Year 10 (Stage 5) this year.

This student is an Australian Citizen.

This student is not of Aboriginal or Torres Strait Islander origin.

You have indicated that you were born in Australia.

Click on change courses

The following screen should appear:

Select an action

- [course search](#)
- [school search](#)
- [save your changes](#)
- [save and stay](#)
- [return to enrolment](#)

Enquiries

For technical assistance to the Schools Online service or information on the student enrolment and credentialling for students doing the Higher School Certificate, Preliminary, Year 10, or a VET qualification, please call the Students Records Unit on (02) 9367 8001.

For Marking application and appointment enquiries, please call the Marker Support Section: (02) 9367 8104.

For Disability Provisions please call Student Support Services: (02) 9367 8117 (02) 9367 8325. (02) 9367 8381.

2015 Stage 5

Amend details and **save your changes**. To see the result of eligibility checking immediately use **save and stay**.

(Enter your own school student number. If entered, it must be unique.)

Blank out a course number to remove the course. [Click here](#) if you want to position the page to add extra courses. The student expects to complete

Student Name

Your Reference (Enter your own school student number. If entered, it must be unique.)

Total Hrs/Units 900

Course Name	Number	Hours /Units	Outside School/TAFE	Number	Comment
Board Developed Courses					
English 200 hours <small>auto enrol</small>	<input type="text" value="300"/>	200		<input type="text"/>	
Mathematics 200 hours <small>auto enrol</small>	<input type="text" value="323"/>	200		<input type="text"/>	
Science 200 hours <small>auto enrol</small>	<input type="text" value="350"/>	200		<input type="text"/>	
Personal Development, Health and P.E. 100 hours <small>auto enrol</small>	<input type="text" value="2421"/>	100		<input type="text"/>	
Mandatory Studies (Graded)					
History 100 hours <small>auto enrol</small>	<input type="text" value="4007"/>	100		<input type="text"/>	
Australian Geography 100 hours <small>auto enrol</small>	<input type="text" value="4015"/>	100		<input type="text"/>	
Mandatory Curriculum Requirements					
English <small>auto enrol</small>	<input type="text" value="4080"/>			<input type="text"/>	
Human Society and its Environment <small>auto enrol</small>	<input type="text" value="4110"/>			<input type="text"/>	
Technology <small>auto enrol</small>	<input type="text" value="4030"/>			<input type="text"/>	
Personal Development, Health and P.E. <small>auto enrol</small>	<input type="text" value="4040"/>			<input type="text"/>	
Visual Arts <small>auto enrol</small>	<input type="text" value="4050"/>			<input type="text"/>	
Music <small>auto enrol</small>	<input type="text" value="4060"/>			<input type="text"/>	
Languages <small>auto enrol</small>	<input type="text" value="4070"/>			<input type="text"/>	
Mathematics <small>auto enrol</small>	<input type="text" value="4090"/>			<input type="text"/>	
Science <small>auto enrol</small>	<input type="text" value="4100"/>			<input type="text"/>	

In these boxes insert the SDEHS school code: **6600**
For the courses that we are delivering

Click Save your changes once you have input the school code under “Number”

Guide for Supervisors of Settings SSP

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Student NESAs account activation guide

ACTIVATING YOUR STUDENTS ONLINE ACCOUNT

If you have not yet activated your NESAs Students Online account, follow these steps to do so.

Access the NESAs website at <https://educationstandards.nsw.edu.au/wps/portal/nesa/home> or just search NESAs on your preferred search engine and select the NESAs homepage.

Click on 'Students Online' in the list on the very bottom of the NESAs home page (under 'Log in').

In the 'Log in' section on the right hand side of the page, click on 'Activate your account now'.

Enter your SCHOOL NAME, FULL NAME (as it appears on school records) and your DATE OF BIRTH.

Select a security question from the options and provide an answer to this question. Click 'Submit'. This security feature will be useful if you ever forget your password.

Write down your NESAs number and check that your email address is correct.

Open your school / department email and locate the email sent to you by NESAs.

Open the activation link provided in the email.

Enter your NESAs number (also posted outside A4) and you will be asked to create your own 6 digit pin. This can be in the form of numbers and/or letters.

Access your Students Online account at any time by going through the NESAs website and the Students Online link on the right hand side of the page. Use your NESAs number and PIN to gain access.

Use Students Online to:

Check Personal Details

Check Enrolment Details

Check Results

Download your Personal HSC Timetable (available from Term 2)

Change your email address (and other information).

Help and advice

For help and advice on using Students Online, click on this link:

<https://studentsonline.nesa.nsw.edu.au/go/help>

Welcome to Students Online

Activate your Students Online account!

Students Online is your source for information about your senior school study, from Year 10 to the HSC.

Find information about school-based assessment, HSC exams and results, including grades, how the HSC works, preparing for exams and more. Log in with your Student Number and PIN to access your personal study details.

Make sure your school has added an email to your NESAs record or else you cannot activate your account.

Go to <https://studentsonline.nesa.nsw.edu.au/>

Click on – ‘activate your account now’

Write down your NESAs number – you will need it to log on

PERSONAL DETAILS – Check your name, address and contact details

You can add/change your address, email and phone number

ONLY your school can update your name. Your name in Students Online MUST be the same as your legal documentation (for example, birth certificate or passport).

ENROLMENTS/RESULTS – Check your courses

Are you in the right courses? If not, go to your school and get that fixed.

Check the messages down the bottom of the page – Are there any errors in red? Check with your school.

MESSAGES – Where all your PDF results will go that you order through Results Services AND your Minimum Standard Results can be viewed here.

CERTIFICATES/eRecord – Click here if you want to get a free PDF of your eRecord/RoSAs/VET certificates or HSC package when you are eligible.

Final tips:

- Get your NESAs student number from your school (it is on your Confirmation of Entry) and save it somewhere you can access any time (e.g. phone)
- If it says it does not recognise the number – You may need to Activate your Account
- Once you activate your account save your NESAs 6-digit PIN in a secure place
- As soon as you activate – log in – go to Personal details – fix your email to your personal email

If you have forgotten your six-digit NESAs PIN, find out how to access your account and change your PIN.

You can also give us a call or send us an email.

Phone: 1300 13 83 23

records@nesa.nsw.edu.au

Change of supervisor form

Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011
Locked Bag 5000 POTTS POINT NSW 1335
Telephone: (02) 9383 0200



Request for change of supervisor Within current settings (SSPs only)

Student details

Student's first name _____ Family name _____

Requirements for new supervisors

The student's supervisor will

- liaise with the school about the program of learning that will be provided for the student and the scheduling of the student's and supervisor's time for engaging in schoolwork and the completion of set tasks
- supervise the student during schoolwork activities
- support and encourage the student through assistance with locating materials and resources needed for lessons, development of a timetable for work, provision of a suitable workplace and basic equipment
- ensure that the student follows the course developed by the school and addresses, with diligence and sustained effort, the set tasks and experiences provided by the school
- interact with the student as required by the learning materials
- interpret and explain to the student the spirit and intention of instructions or comments included in lesson materials or in messages from the distance education teacher
- provide feedback to the distance education teacher on the student's responses to the lesson activities and on the student's performance and interest, including advice about illnesses or absences which have affected the student's ability to complete activities
- monitor the student's participation in computer-based or teleconference lessons and field services as appropriate
- comply with all Sydney Distance Education High School policies and procedures, and ensure tests, examinations and assessment tasks are worked on the date(s) and at the time(s) specified and are submitted by the due date
- provide appropriate conditions for the student and supervise all their examinations and assessment tasks, as requested
- sign the Supervisor's Agreement.

New supervisor's information

Title (please tick) Mr Mrs Ms Dr

First name _____

Family name _____

Supervisor's relationship to student _____

Is the student in Out of Home Care? Yes No

Contact details

Name of school _____

Work phone (_____) _____

Mobile phone _____

Email _____

Preferred contact phone number during school hours _____



Supervisor's Agreement

The **supervisor** must provide appropriate supervision for the student in their learning environment. They must ensure that the student is not left alone at home while learning through distance education.

The **supervisor** must arrange for supervision of the student's assessment tasks and examinations and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

The **supervisor** guarantees the following:

- for students in Years 7-10, the student will attend the SDE Launchpad Program (Student Induction) in the first week of their enrolment
- the student will use the Department's portal to access school communications
- work will be completed and submitted in all subjects on a weekly basis
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted according to the task instructions, ensuring that they are the unaided work of the student
- tests, examinations and assessment tasks will be worked on the date(s) and at the time(s) specified and will be submitted by the due date.

The **supervisor** agrees to:

- provide their signature on paper-based work posted to Sydney Distance Education High School
Note: Any completed Set/Examination Paper/Assessment Task received at Sydney Distance Education High School without the supervisor's signature may be regarded as invalid
- provide assistance with locating necessary materials and resources
- develop a timetable that provides for the required number of hours of study each week
- provide a suitable work/study area for the student
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- ensure the portfolios of work, major projects and the practical components of relevant courses are completed when required
- provide advice about illness or absences which have affected the student's ability to complete set activities.

IMPORTANT: Not complying with the above conditions may lead to a student not meeting course requirements or a review of the student's enrolment.

For students who do not meet the condition of enrolment relating to regular return of work and completion of assessment tasks, the school may reduce the student's program of study to a part program (Years 7–10) or pathways (Years 11–12).

I certify that the above conditions will be met.

Supervisor's signature _____ Date _____

Supervisor's agreement seen and understood by student.

Student's name _____
(First name) (Family name) (Year)

Student's signature _____ Date _____

SDEHS Assessment Task Form

Tick either 1 or 2

1. Illness or Misadventure or Extraordinary Circumstances Application

This form must be submitted to the Head Teacher of the course by email, as early as possible and not later than the submission date.

OR

2. Appeal against a task result

This form must be submitted to the Head Teacher of the course by email, within 7 days of notification of the result.

Section 1: To be completed by supervisor and student			
Student name _____		Year _____	
Course _____	Task no. _____	Submission date _____	
Explain the reason for this application			
Supporting documentation must be attached (<i>please tick</i>)			
		<input type="checkbox"/> Doctor's certificate	<input type="checkbox"/> Other
Supervisor name _____			Date _____

Section 2: To be completed by Head Teacher	
<input type="checkbox"/> Extension of time without penalty	Revised submission date _____
<input type="checkbox"/> Substitute task	Revised submission date _____
<input type="checkbox"/> Zero mark awarded. Task to be completed for demonstration of outcomes	Revised submission date _____
Explanation	
Head Teacher name _____	Date _____
Right of appeal to Assessment Review Panel: A student and/or supervisor has the right to appeal this decision, within 7 days of its notification. To appeal, the student and/or supervisor must submit this form PLUS a written response stating the grounds for appeal, to the course Head Teacher. The decision of the panel is final.	

Section 3: To be completed by Assessment Review Panel	
Assessment Review Panel decision	
<input type="checkbox"/> Appeal upheld Estimate given based on evidence <small>(The estimate will not be finalised until the end of the course based on performance across the course)</small>	Revised submission date _____
<input type="checkbox"/> Appeal denied ZERO mark awarded. Task to be completed for demonstration of outcomes	Revised submission date _____
<input type="checkbox"/> Other	
Explanation	
Signed _____	Date _____

Sydney Distance Education High School

Student Attendance

Distance education is governed by the same policies as apply to all NSW government schools, including policies on student attendance. Regular attendance at school is essential if students are to maximise their potential and meet the requirements of the law. Schools and parents share responsibility for promoting regular attendance.

The NSW Department of Education School Attendance Policy requires that Principals of NSW government schools ensure:

- that when frequent absences are explained as being due to illness that:
 - consultation occurs with parents regarding the health care needs of the student
 - medical certificates are sought for the absences
 - where there are ongoing concerns, approval is sought from parents to contact the student's doctor so that the school has all the relevant information regarding the student's health care needs.

Sydney Distance Education High School measures attendance by the amount of work completed. On enrolment, students are expected to complete the SDE Launchpad Program (Student Induction), as preparation for learning at SDEHS.

As outlined by the NSW Distance Education Procedures. Attendance is monitored in a number of ways, including records of student engagement in learning activities, student reviews, and regular contact between students and subject teachers. Distance education schools will maintain a register of interactions that take place between the student and the teacher and use these interactions to assess satisfactory attendance. All students enrolled in distance education must meet standards of engagement and participation set by the distance education school to satisfy the compulsory attendance requirements of the Education Act 1990.

Examples of interactions that may indicate satisfactory attendance include, but are not limited to:

- the regular return of allocated work
- engagement in synchronous remote teaching sessions such as phone lessons and web lessons
- engagement in synchronous face-to-face teaching sessions such as lessons and study days at learning hubs
- asynchronous remote teaching practices such as email, authenticated online learning and learning management systems
- field services such as camps and workshops, home visits and excursions.

The *Student Attendance in Government Schools Procedures (2015)* includes that parents or carers of children of compulsory school age are responsible for ensuring that their child attends school every day. Children must commence school by age 6 and then complete Year 10. After Year 10 and until they turn 17, students must be:

- in school, or registered for home schooling, or
- in approved education or training (eg TAFE, traineeship, apprenticeship) or
- in full time, paid employment (average 25 hours a week) or
- in a combination of work, education and/or training.

For students younger than 17 whose attendance is identified as being less than 50%, the Head Teacher Welfare will ensure that a broad range of strategies are put in place to support the student. These may include:

- a Years 7–10 part program ie a student does some of the required courses in a year
- a Years 11–12 Pathways program ie a student completes Stage 6 over more than 2 years
- ongoing communication from class teachers eg phone, emails
- referral to Year Advisers, Faculty Head Teachers, Head Teacher Welfare or Head Teacher Secondary Studies for follow up.

Refer also to *The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)* and *Protecting and Supporting Children and Young People Policy and Procedures*

Supervisors elearning guide

Supervisor Guide to monitoring student's work

To access elearning at SDEHS

Step 1: Finding the site

- Search for 'SDEHS elearning' on Google
- Click on the first hit (<http://elearning.sdehs.nsw.edu.au/>)
- You may wish to bookmark the site for easy access.

Step 2: Logging In

- Log in to the elearning site using the username and password supplied

Step 3: Accessing your students

- Look at the 'block' on the right hand side of the page called 'Supervisors'
- Click on the name of the student who you wish to access. This will take you to the student's profile page.

Step 4: Viewing your student's progress

- On the student's profile page, all of the courses that the student is enrolled in are listed. Click on the course that you wish to view.
- Go to 'Reports' on the right hand side of the screen. Click on 'Complete Report'. This page will list all of the activities in the course, when the student attempted/completed the activity and the grades students have been assigned if they have completed the activity. You are able to see forum posts the student has made and assignments they have submitted. Clicking on 'Today's Logs' or 'Logs' allow you to see when and where the students have clicked on links within the course.
- To view progress in another course, click on the student's name in the 'Breadcrumbs' at the top of the page. This will return you to the student profile page. Repeat step 4 for the next course you wish to view.

Further information:

For site access issues (e.g. student cannot log in, student has forgotten password) or subject access issues (e.g. student can log in but not access a particular course) please contact the subject teacher. All SDEHS teachers have access to the initial student password.

For other issues please call the SDEHS elearning team on 9383 0471 or email us at ott.uusaar@det.nsw.edu.au