



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 _____