



## 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 school or learning activities
- support and encourage the student through assistance with locating materials and resources needed for lessons, development of a timetable for work and 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
- support, for Years 7-10 students, attendance at timetabled web lessons
- monitor the student's participation in elearning, web lessons, telephone lessons and field service visits as appropriate
- provide appropriate conditions for the student and supervise all their examinations and assessment tasks, as requested
- 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
- sign the Supervisor's Agreement.

### New supervisor's information

Title (*please tick*) ☐ Mr ☐ Ms ☐ Mrs ☐ 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:

- the student will use the Department's portal to access school communications
- work will be completed and submitted in all courses on a weekly basis
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be supervised according to the task instructions, ensuring that they are only the 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
- textbooks, teaching materials and library books that have been issued by Sydney Distance Education High School will be returned when the student completes the course or leaves the school
- for students in Years 7-10, the student will complete the Launchpad Student Induction Program on elearning in the first week of their enrolment
- is aware that there is an expectation that all students in Years 7-10 will attend timetabled web lessons.

The **supervisor** agrees to:

- provide their signature on all work posted to Sydney Distance Education High School  
Note: Any completed paper-based task (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 number of hours each week needed by the student to complete the required work
- 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 the student's circumstances which have affected the student's ability to complete set activities for example, illness, absence, attendance issues, suspension.

**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 requirements for 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 \_\_\_\_\_