Request for change of supervisor
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
Work phone (_____) __________________________________________________
Preferred contact phone number during school hours ______________________
Mobile phone _________________________________________________________
Email ________________________________________________________________
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 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 __________