



Request for change of supervisor Single Course Provision

Student details
<i>Please print clearly</i>
Student's given name(s) _____
Student's family name _____
Supervisor's details
Supervisor's title (<i>please tick</i>) Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>
Supervisor's given name _____
Supervisor's family name _____
Supervisor's faculty _____
Supervisor's phone (_____) _____
Supervisor's email address _____
School postal address – ALL SDEHS correspondence will be posted to this address
School name _____
Street postal address _____
Suburb _____ Postcode _____
School phone _____
School email address _____



School supervisor's agreement – conditions for single course provision

Supervisors must provide appropriate supervision for the student in their learning environment. They must ensure that the student is not left alone while learning through distance education.

Supervisors must arrange for supervision of the student's tests 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 agrees to:

- provide advice about illness or absences which have affected the student's ability to complete set activities
- be contactable by phone, email or voicemail
- ensure that the student is contactable by phone, student DoE portal email or voicemail
- ensure that the student will send and receive emails from the student DoE portal
- forward to the student's parent/carer official course warning letters and all other correspondence relating to the student's progress as issued by Sydney Distance Education High School
- provide a suitable work/study area for student
- develop a timetable that provides for the required number of hours of study each week
- supervise the student during school work activities
- ensure work will be completed and submitted in all courses on a weekly basis
- monitor the completion of set tasks and interact with the student as required in learning activities
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- 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
- ensure tests, examinations, assessment tasks and assignments are conducted according to the task instructions and that they are the unaided work of the student
- provide their signature on all paper-based work submitted to Sydney Distance Education High School including assessment tasks and examinations
- (Note: Any completed set, assessment task or examination paper received without the supervisor's signature may be regarded as invalid). Signatures are not required for electronic submission of assessment tasks including examinations
- ensure that portfolios of work and submitted works are completed when required
- provide the student with audio playing and recording equipment
- arrange that teaching materials and library books that have been issued by Sydney Distance Education High School are returned when the student completes the course or leaves the school
- apply for NESA Disability Provisions if required and communicate any approved NESA Disability Provisions directly to the SDEHS course teacher. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.

As a condition of continued enrolment, 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. When students are not meeting their engagement and participation obligations, **a review can be undertaken at any time.**

Supervisor's name Mr Ms Mrs Miss Dr

Given name _____ Family name _____

Supervisor's signature _____ Date _____