



# Cairns School of Distance Education



## 2023 School Based Enrolments Handbook

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## Contact Information

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## Disclaimer statement

Information contained in this handbook is correct at the time of printing. Any updates to this information will be available on the Cairns School of Distance Education website.

## Principal's Welcome

The Cairns School of Distance Education, formerly the Cairns School of the Air, has a proud tradition of providing education to our families and partner schools since 1972.

Our school's purpose is to provide multimodal delivery of approved curricula to our students so that they can achieve recognised qualifications, or a meaningful pathway to employment, further education or training.

This commitment to holistic, high quality education is encapsulated in our motto of *Global Learning*. We strive to ensure that we uphold our school values as follows:



- Productive partnerships based on Respect, Safety and Learning
- Wellbeing of all
- Open communication
- Community Engagement (formerly field services)
- Flexible, individualised learning
- High expectations

As well as servicing our full-time students we also support students at Queensland Government and non-Government schools by offering subjects to supplement core provision. Our comprehensive course overviews can be found on our website. By making our subjects and VETis courses available to school based students, we provide high quality programs to students who transfer between schools and where available subjects differ, or where a specific subject cannot be offered due to timetabling and/or small class numbers.

Cairns School of Distance Education is proud of the teaching and the learning programs that we provide. Our curriculum is at a national standard through the development of the Australian Curriculum learning materials and the new Queensland Certificate of Education. We have a focus on the holistic development of our students through our wellbeing strategy. Our staff members are highly trained professionals who deliver an outstanding service to our students and home tutors. Our method of teaching and learning allows for a unique learning experience that sets students up for further education and training.

Welcome to Cairns School of Distance Education. I trust that you will be able to find the details and information that you require.

Kind regards

A handwritten signature in black ink, appearing to be 'Andrew Oliver'.

Andrew Oliver Principal

## School based enrolments

Cairns School of Distance Education (Cairns SDE) offers courses that are flexible, high quality and focused on the needs of students enrolled at Queensland Government and non-Government schools who wish to study subject/s they are unable to study at their base school.

## Enrolment eligibility

A school based student can enrol in subject/s and/or VET courses with Cairns SDE if one of the criteria listed below is met. The criteria are:

- a subject not offered by a student's base school is a prerequisite to a future course of study or vocation
- a student has transferred to a school where a previously studied subject is not offered or cannot be undertaken because of a timetable clash
- a subject is not offered by the base school.

Schools considering enrolling students at Cairns SDE should be aware of the following:

- Cairns SDE does not pay return postage for work completed by school based students (except for students at other schools of distance education)
- Students and school supervisors need to maintain regular contact with Cairns SDE teacher/s.

## Resources

Resources are supplied by Cairns SDE, however it is the responsibility of the base school to return these to Cairns SDE when the student finalises.

Loss of learning materials or materials returned in an unacceptable state will incur a replacement cost. Base schools must accept full responsibility for the payment of any replacement costs and will be invoiced for any loss or damage.

## How to enrol

School based student enrolments must be at the request of the base school Principal.

If enrolling more than one student into a subject, the bulk enrolment form for class groups can be used. Completed enrolment forms can be faxed to 07 4080 9100 or emailed to [schoolbasedenrolments@cairnssde.eq.edu.au](mailto:schoolbasedenrolments@cairnssde.eq.edu.au).

## Finalising or varying an enrolment

A school based student's enrolment can only be finalised or varied with **the approval of their base school Principal or delegate.**

Parents of school based students should address any requests for finalisation or variation to the Principal of the student's base school.

The base school Principal or delegate is required to advise Cairns SDE **in writing** if a student is finalising or varying a subject/s.

## The role of the base school

Students need to have a supervising teacher at their base school who acts as a contact between Cairns SDE and the base school. The base school is required to provide the following:

- a supervising teacher to assist the student/s with their work and ensure that they attend live lessons and tutorials at scheduled time/s
- a quiet place to study, access to a school phone and computer for student/s and supervising teacher to maintain regular contact with the Cairns SDE teacher/s
- coordination of regular contact between the student/s, the supervising teacher and the Cairns SDE teacher/s.

## Supervising Teacher

The supervising teacher does not need to have any knowledge of the subject for which a student is enrolled. The role of the supervising teacher is to provide support and encouragement and should include some or all of the following:

- facilitate regular contact between the student/s and the Cairns SDE teacher/s
- check materials received from Cairns SDE with the student/s and supervise
- the submission of completed work
- ensure that student work and assessment is returned as per the Work Rate Calendar for each subject. Work Rate Calendars are provided by the Cairns SDE teacher to enable students to organise their study program and to monitor progress and completion of the required work and assessment
- provide or arrange necessary supervision for summative assessment
- ensure that the student/s is prepared for lessons and has the correct materials.

## School Visits

During the year, Cairns SDE staff may visit school based students and supervisors to discuss communication with the school, delivery of materials, organisation of work, assessment and reporting. School visits are also an opportunity to discuss issues relating to a student with members of the base school executive team and the student's supervisors. School visits may be requested by Cairns SDE or the base school. Base schools should contact the relevant Cairns SDE Head of Department to request a school visit.

## Attendance

- While not compulsory, students are strongly encouraged to participate in live lessons and tutorials
- Attendance at Cairns SDE is measured by work return
- All students enrolled with Cairns SDE are required to submit work as per the Work Rate Calendar for each subject
- Failure to return work regularly will result in an attendance letter being sent to the Principal of the base school
- Students who fail to submit work for an extended period may have their enrolment finalised.

## Submission of work

- The Work Rate Calendar provides essential details of the year's work
- Students must submit tasks and assessment according to the Work Rate Calendar for each subject
- Teachers will provide students and supervisors with a Work Rate Calendar at the beginning of each term/semester
- The base school supervisor will be contacted to ascertain whether continued enrolment is appropriate should a student fail to submit work and complete the assessment as per the Work Rate Calendar.

## Assessment and reporting

Students are assessed by Cairns SDE. Cairns SDE is responsible for developing and delivering the program of work and assessment for students, culminating in the issue of semester reports. Reports are issued at the end of each semester and are emailed to the base school. Reporting periods in the senior phase of learning may not align with semester reporting. In these instances, reports are issued at the completion of units of work.

## Access Arrangements and Reasonable Adjustments (AARAs)

The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment.

Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

Access arrangements are action/s taken by the school so that a student with an eligible impairment that may not be covered by the definition of disability can access assessment. Reasonable adjustments are action/s taken by the school so that an eligible student with impairment as a result of disability and/or medical conditions or experiencing other circumstances creating a barrier to the completion of assessment can be assessed.

Base school supervisors should contact the relevant Cairns SDE Head of Department to request an AARA.

## QCAA Student Management System

All school based students' subjects and unit results are captured in the Student Management System by Cairns SDE.

## Fees and charges

Information on enrolment fees and subject charges can be found on the school website.

The base school will be invoiced for all students enrolled with Cairns SDE. Payment must be made for all students who have been enrolled even if a student's enrolment has subsequently been finalised.

## Vocational Education & Training (VET)

Vocational Education and Training (VET) refers to education that focuses on delivering skills and knowledge required for specific industries.

VET is one of the options available for young people to consider as they plan and prepare a pathway to employment. VET can provide students with the skills and knowledge they need to:

- enter the workforce for the first time
- gain an apprenticeship or traineeship
- enter tertiary study
- advance learning in a chosen profession.

VET courses lead to nationally accredited qualifications that meet the legislated and regulatory standards for consistency, integrity and rigour set by the Australian Skills Quality Authority (ASQA), the Australian Qualifications Framework (AQF), and the Queensland Curriculum and Assessment Authority (QCAA).

Training and assessment in VET is not the same as traditional subjects. VET courses use competency-based assessment that emphasises learning in a work or simulated work environment. Students can reasonably expect weekly/fortnightly summative assessments, weekly oral and written communication with teachers/trainers, and in some courses, work placement expectations. Students who complete an AQF Level 3, 4, 5, or 6 qualification while at school may be able to use this as the basis of admission to a higher education course. Students are encouraged to research their university entrance/ other tertiary study options. Each AQF Level 3-6 qualification completed while at secondary school will have a scaled score that can be included in a student's Australian Tertiary Admission Rank (ATAR).

The Cairns SDE website's Years 10-12 course overviews list the VET courses complete with course prerequisites and eligibility, Units of Competency and fee details. Qualified Trainer/Assessors deliver the courses to eligible students, ensuring required VET standards are met.

Schools are encouraged to research widely about VET courses, VETiS and other VET funded courses, Registered Training Organisations, Apprenticeships and Traineeships to explore the best vocational education and training pathway options for their students.

## 2022 VET Certificate Courses

Course	Can start course at the beginning of	Typical course completion time
Certificate II in Skills for Work and Vocational Pathways	Year 10 or 11	Two year course, to be completed by early Term 4 of the second year if Term 4 reporting and certification is expected.
Certificate III in Business	Year 10 or 11	Two year course, to be completed by early Term 4 of the second year if Term 4 reporting and certification is expected.

## Subjects offered in 2022

### Year 5 – 10 Languages

Language	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Chinese	√	√	√	√	√	√
French	√	√	√	√	√	√
German	√	√	√	√	√	√
Indonesian	√	√	√	√	√	√
Italian	√	√	√	√	√	√
Japanese	√	√	√	√	√	√
Spanish	-	-	√	√	√	√

### Year 7 - 10 Subjects (other than languages)

Subjects	Year 7	Year 8	Year 9	Year 10
Visual Art+	√	-	√	√
Digital Technologies** +	√	√	√	√
Drama and Media Arts+	√	-	√	√
English	√	√	√	√
Design Technology - Food Studies	-	-	√	√
Humanities & Social Sciences	√	√	-	-
Maths	√	√	√	√
Extension Maths*	-	-	-	√
Music**	-	√	√	√
Science	√	√	√	√
History***	-	-	√	√
Geography	-	-	√	√
Health and Physical Education***	-	-	√	√

\* Extension Maths is available for students achieving an A or B on their last semester report and/or are intending to study Mathematical Methods or Specialist Mathematics in Years 11 and 12.

\*\* One semester only in Year 8.

\*\*\* One semester only in Years 9 and 10.

+ One semester only in Year 7.



## Senior Subjects

### General Subjects

- English
- General Mathematics
- Mathematical Methods
- Specialist Mathematics
- Biology
- Chemistry
- Physics
- Geography
- Ancient History
- Modern History
- Legal Studies
- Business
- Health
- Digital Solutions
- Indonesian (General External)
- Italian
- Japanese
- Chinese
- Chinese Extension
- French
- German
- Dance
- Visual Art

### Applied Subjects

- Essential English
- Essential Mathematics
- Social & Community Studies
- Information and Communication Technology
- Hospitality Practices
- Science in Practice
- Sport and Recreation
- Tourism
- Visual Arts in Practice

### Preparatory Courses

- Literacy Short Course (Sem 2 only)
- Numeracy Short Course (Sem 2 only)