

INTRODUCTORY BOOKLET YEARS 11-12

FEBRUARY 2019



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Preface

The purpose of this booklet is to provide you, the student and/or the supervisor, with an easy to use resource on how distance education works and how to make the most of your distance education experience here at Finigan.

The staff at Finigan School of Distance Education understand that this may be a new and perhaps daunting venture for you and we extend a warm welcome. We assure you that we endeavour to make this an exciting and rewarding learning experience, whilst catering for your specific needs with professionalism and enthusiasm.

We urge both student and supervisor to take the time to read through this booklet and refer back to it when questions or concerns arise.

Please use this as your distance education survival guide. It provides all the important information you need to understand distance education.

So, congratulations on your enrolment and we, the staff of Finigan School of Distance Education, look forward to working closely with you to ensure that you succeed in achieving all your educational goals.

Finigan School of Distance Education

Finigan School of Distance Education enrolls students from a variety of backgrounds and circumstances that make them unable to attend face to face school.

The diverse range of students means that work has to be flexible whilst aligning with NSW Educational Standards Authority, the Australian and NSW curriculum and offering a challenging and encompassing workload. Finigan School of Distance Education staff work diligently to cater for all types of students and their situations.

Distance Education can be a very rewarding and successful learning experience when the student is willing to put in the work alongside their supervisor and teachers here at Finigan School of Distance Education.



Staff

School Administrative Staff

- School Administrative Manager – processes fees and accounts.
- Year Group Administration Staff – allocated to individual year groups. They coordinate the mail for this year group as well as answering questions concerning work that is to be or has been mailed.

Administration staff also deal with change of address and contact details of students and supervisors. You will receive correspondence from administration periodically throughout the year to make sure that your details remain current and you should contact them with any updates or changes.

Teaching Staff

Below are the teachers that you may need to contact during your enrolment here at Finigan School of Distance Education.

Contact them on (02) 6210 5200 or 1300 360 384 (local call cost).

Subject Teacher – Student and supervisors contact the subject teacher when they have a problem or concern with a specific subject.

Subject Head Teacher – If the problem continues students and supervisors can contact the Head Teacher of that subject.

Head Teacher Administration – You can contact Head Teacher Administration for matters involving enrolment queries.

IT Support – The Finigan Distance Education Support Team are able to answer any questions about technology – this includes your personal laptop or computer, Moodle and email.

Deputy Principal – of the School of Distance Education.

Principal - of the School of Distance Education.



Role of the Student

What is expected of me?

As a student, there are certain responsibilities and expectations that you need to meet. They are not hard but they are necessary to maximise your learning experience and make sure that you have a rewarding and enjoyable learning experience through Finigan School of Distance Education.

Your teachers expect you to:

- Take your studies with Finigan School of Distance Education seriously
- Complete your weekly work in the correct order
- Complete weekly work for each subject according to your program
- Make sure that your work is posted or uploaded
- Make a serious attempt to answer all the exercise questions to the best of your ability
- Make a regular time to contact your subject teachers
- Respond when teachers contact you
- Make teachers aware if you are sick, going on holidays or unable to complete your work on time
- Contact your subject teacher when you have questions about the work

What do I do if I need help?

If you need help with your work contact your subject teacher on



Telephone: **(02) 6210 5200** or **1300 360 384 (local call costs)** or

@ Email: finiganSDE@det.nsw.edu.au

In the subject line add your teachers name and the subject.

Students can also use the messaging system on our e-learning site to contact teachers.



Role of the Supervisor

What is expected of me?

Your role as a supervisor is a serious yet rewarding job. Supervisors are responsible for overseeing that the student you are supervising is working each day on their lessons and returning the work back to school. If you are an active supervisor, you will help your student flourish.

Finigan School of Distance Education expects our supervisors to:

- Oversee that the student you are supervising is completing school work each and every day.
- If the work is being completed online through our e-learning site supervisors need to ensure this is uploaded electronically every week.
- If the work is being completed on paper, sign at the bottom of each weekly work cover sheet to say that the work has been completed by the student. By signing you are certifying that all the work has been completed and all instructions have been carried out.
- Work either online (through Moodle) or on paper needs to be returned to Finigan School of Distance Education consistently. If the student is sending work by post the supervisor will need to organise this. If students are sending work via email or Moodle you need to check that this has been done.
- Be supportive and encouraging to your student to complete the lessons each week
- Take an interest in the work; make time to sit with the student and work through the work with them but do not provide the answers.
- Encourage the student to contact their subject teacher when questions or concerns arise.
- Respond to teachers' phone calls and all other correspondence.

Who do I contact if I have questions or concerns?

You should contact the student's teachers, if circumstances change, the student becomes ill, the work is too hard or too easy, if you change your contact details or need advice on schooling issues. Contact them by



Telephone: **(02) 6210 5200** or **1300 360 384 (local call costs)** or



Email: finiganSDE@det.nsw.edu.au



Initial Package

Once you have enrolled with Finigan School of Distance Education you will receive what we call your 'initial pack'. Go through what is in the pack. Use the guide below to assist you to understand what you have to do.

Your **initial pack** will include the following;

- This booklet
- A supervisor's checklist
- An initial supply of envelopes as well as postage paid stickers for returning work (if work is being returned on paper). You can request more postage paid labels at any time by contacting Administration staff
- Individual subject packs or information about accessing your course online and/or a USB drive to access your work on a computer
- e-learning booklet that explains how to access the online courses
- DE application approval letter

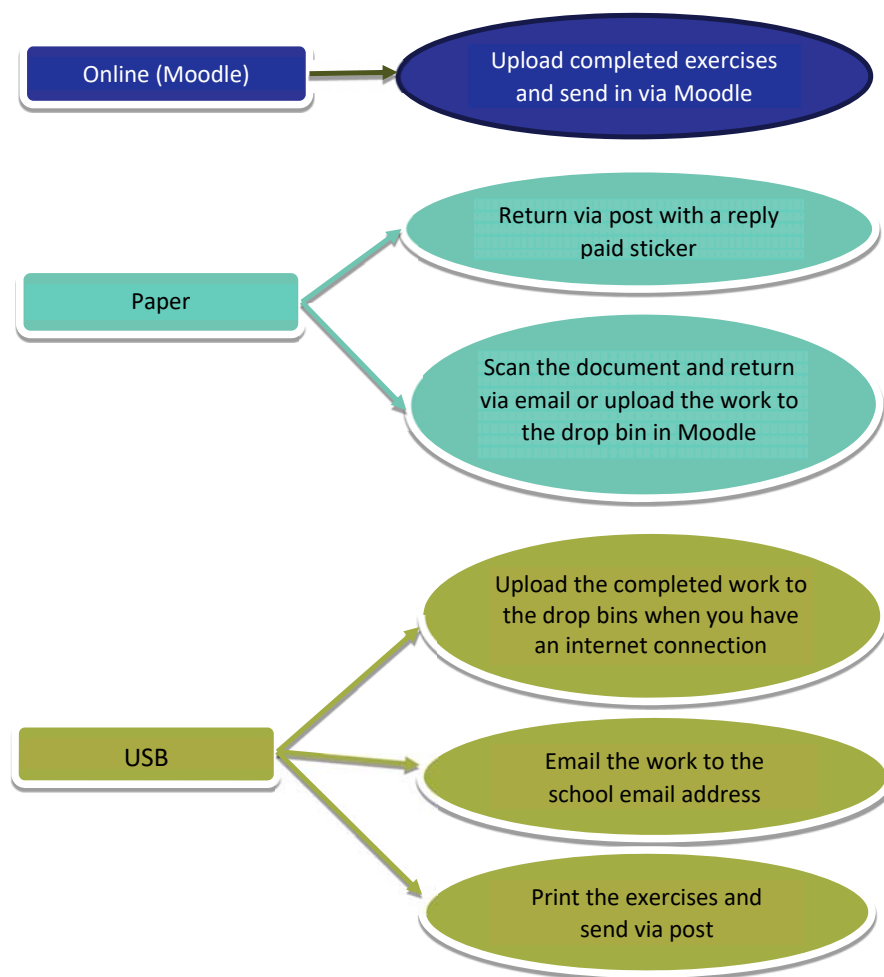
Each **subject pack** will include the following:

- A student planner that outlines
 - The assessment schedule
 - The outcomes of the course
 - Order that work needs to be attempted
- Packs of work or instructions of how to access the work online.
- Assessment tasks/exams



How to submit Work

It is really important that for every subject you submit work EVERY WEEK it is due. Follow the flowchart to determine how you return each weeks work.



Email: If sending work via email, scan your work and send it as an attachment to the email address finiganSDE@det.nsw.edu.au. Send a separate email for each subject, that way your work won't get mixed up. Make sure in the subject box of the email you type in your teacher's name and the subject, so that it goes to the correct person.

Online: When sending work in through online through elearning, please refer to the 'Learning On-Line with elearning section of this guide.



Planner

A planner is a list of the all the work you have to complete for each subject.

What is my Planner for?

Use your planner to keep track of what work is due and when it is due, when you have Assessment Tasks/Exams due and which set of weekly work you should be working on at any given time. You should keep your program for each subject close by so that you are always aware of what is due and when in each subject.

Remember that your program is your survival guide. You should refer to it:

- When you first receive your pack
- If you are unsure of what you are supposed to be doing for that week
- To see when you have an assessment task or exam coming up

If you have any problems keeping up with your planner, you should contact your.

The next page is a sample planner with tips on how to read it correctly. Study it closely and see all the information you can learn from it.



Example of a Planner

Student Planner

Course: Sport, Lifestyle and Recreation

The program includes all the reading, activities and exercises you need to complete for this week.

| Term | Week No. | Week Beginning | Work to Complete | Key Events |
|------|----------|-----------------------|---|--------------|
| 4 | 1 | 15 th Oct | Welcome to the HSC | |
| | 2 | 22 nd Oct | First Aid 1 – Emergency care | |
| | 3 | 29 th Oct | First Aid 2 – Managing conditions 1 | |
| | 4 | 5 th Nov | First Aid 3 – Managing conditions 2 | |
| | 5 | 12 th Nov | First Aid 4 – Managing injuries | |
| | 6 | 19 th Nov | First Aid 5 – Sports injury management | |
| | 7 | 26 th Nov | First Aid 6 – Types of sports injuries | |
| | 8 | 3 rd Dec | First Aid 7 – Managing sports injuries | |
| | 9 | 10 th Dec | Assessment Task 1 | Ass Task due |
| | 10 | 17 th Dec | Review and First Aid unit completion | |
| 1 | 1 | 29 th Jan | Fitness 1 – Components of fitness | |
| | 2 | 4 th Feb | Fitness 2 – Fitness testing | |
| | 3 | 11 th Feb | Fitness 3 – Fitness programming | |
| | 4 | 18 th Feb | Fitness 4 – Improving fitness | |
| | 5 | 25 th Feb | Fitness 5 – Types of training | |
| | 6 | 4 th Mar | Fitness 6 – Sport specific programming 1 | |
| | 7 | 11 th Mar | Fitness 7 – Sport specific programming 2 | |
| | 8 | 18 th Mar | Review and Fitness unit completion | |
| | 9 | 25 th Mar | Assessment Task 2 | Ass Task due |
| | 10 | 1 st Apr | Social Perspectives 1 – History of sport in Australia | |
| 2 | 1 | 29 th Apr | Social Perspectives 2 – Patterns of participation | |
| | 2 | 6 th May | Social Perspectives 3 – Politics and national pride | |
| | 3 | 13 th May | Social Perspectives 4 – Sport and mass media | |
| | 4 | 20 th May | Social Perspectives 5 – Careers in sport | |
| | 5 | 27 th May | Social Perspectives 6 – Drugs in sport | |
| | 6 | 3 rd Jun | Social Perspectives 7 – Economics and sport | |
| | 7 | 10 th Jun | Assessment Task 3 | Ass Task due |
| | 8 | 17 th Jun | Sports Admin 1 – Organisational structures 1 | |
| | 9 | 24 th Jun | Sports Admin 2 – Organisational procedures 2 | |
| | 10 | 1 st Jul | Sports Admin 3 – Competitive events 1 | |
| 3 | 1 | 22 nd Jul | Sports Admin 4 – Competitive events 2 | |
| | 2 | 29 th Jul | Sports Admin 5 – Event management 1 | |
| | 3 | 5 th Aug | Sports Admin 7 – Event management 2 | |
| | 4 | 12 th Aug | Sports Admin 7 – Event management 3 | |
| | 5 | 19 th Aug | Trial Examination (Task 4) or revision | TRIALS |
| | 6 | 26 th Aug | Trial Examination (Task 4) or revision | TRIALS |
| | 7 | 2 nd Sept | Investigating Sporting Opportunities | |
| | 8 | 9 th Sept | Investigating Sporting Opportunities | |
| | 9 | 16 th Sept | Investigating Sporting Opportunities | |
| | 10 | 23 rd Sept | Investigating Sporting Opportunities | |

The date that you see here indicates when you should start working on this week's work. Each date is a Monday, giving you a full week to work on what you need to submit on the Friday.



Assessment Schedule

An assessment schedule gives you a clear outline of when assessment tasks/exams will be due throughout the year, what they are on and what outcomes of the syllabus they are assessing. It is an important document. Keep it in a safe place so that you always know when the next assessment task/exam is coming up. Below is an example assessment schedule

| | | Task 1 | Task 2 | Task 3 | Task 4 | | |
|----------------------|---|--------------------------|----------------------------|----------------------------|---------------------------------|----|--------------------|
| Task | | Crime Extended Response | Human Rights Research Task | Family Stimulus-Based Task | Trial Examination | | |
| Due | | Week 9 Term 4 8/12/17 | Week 9 Term 1 30/3/18 | Week 8 Term 2 22/6/18 | Week 5 Term 3 24/8/18 | | |
| Outcomes | | Outcomes H1, H5, H 8 | Outcomes H2, H3, H6, H7 | Outcomes H4, H8, H9, H10 | Outcomes H1, H2, H3, H5, H6, H7 | | |
| Component (Syllabus) | Knowledge and Understanding of the Course | 10 | 10 | 10 | 10 | 40 | Syllabus Weighting |
| | Research | 10 | 10 | 10 | | 30 | |
| | Communication | 5 | | 5 | 5 | 15 | |
| | Stimulus-Based Research | | | | 15 | 15 | |
| | Weighting | 25 | 20 | 25 | 30 | | |



How do I know when I have an assessment task due?

You need to look at your program and assessment schedule ahead of time to make sure that you know when you have an upcoming assessment task. It will be clearly written on the program and will be included in the bundle of work that is sent to you.

How do I complete my assessment task?

You need to read the cover sheet of your assessment task very clearly as it has some very important information on it. You also need to read the question very carefully and **CONTACT YOUR TEACHER** if you have any questions.

The Assessment Task will be addressed to you. You need to open it - not the student.

This tells you when the Assessment Task is due. You need to make sure that it is posted by this date.

It is really important that your sign here to say that the student, and only the student, completed the Assessment

Finigan School of Distance Education
Phone: 02 6210 5200
Email: finigansDE@det.nsw.edu.au

ASSESSMENT COVER SHEET

ATTENTION: SUPERVISOR
Cootamundra Outreach Centre

STUDENT: **Jake Doyle**
TEACHER: **Jeanine Dunkley**

SUBJECT: **Exploring Early Childhood Year 11**
TASK: **Assessment Task 3**

ASSESSMENT RULES:

1. The Supervisor must open all assessment tasks.
2. The Supervisor must observe if the assessment is:
 - open book - resources can be used
 - research
 - to be completed under exam conditions
3. The Supervisor must discuss the assessment procedure with the student and ensure the assessment is the student's individual work.
4. If the assessment allows the use of resources as in a research topic or essay, the student should NOT copy information unless quoted and the source is listed in the bibliography.
5. The Supervisor should send the assessment with this Assessment Cover Sheet to Karabar Distance Education Centre either by **post or email, on or before the Due Date**.
6. The **DUE DATE** stated on this ASSESSMENT COVER SHEET will be enforced.

SPECIAL INSTRUCTIONS:
This competency task consists of 2 tasks.

Task 1 - Service Period Log with supporting evidence portfolio.
You have to early term 2 Year 12 to complete this log. More information on what is required can be found in the competency task, however this will take time to complete so make sure that you start as soon as possible.

Task 2 - Quiz.
This will be provided to your supervisor to administer in Year 12. More information will be provided at that stage.

TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Assessment Task.

SUPERVISOR'S CERTIFICATE:
I certify that this is the work of Jazzy Abell-Doyle, unaided by any other person.

Supervisor's Name _____ Supervisor's Signature _____ Date _____



Examinations

How do I know when I have an examination due?

You need to look at your program and assessment schedule ahead of time to make sure that you know when you have an upcoming examination. It will be clearly written on the program and will be included in the bundle of work that is sent to you. You should talk to or email your teacher so that you can discuss what you learn for the examination.

How do I complete my Examination?

You need to read the cover sheet of your Exam very closely. You also need to read the question very carefully and CONTACT YOUR TEACHER if you have any questions.

The exam will be address to the Supervisor. You need to open it – not the student.

This tells you when the Exam is due and the time allowed. You need to make sure that it is posted by this date.

These give you specific instructions on how the student is to complete the Exam. You and your student should read these together

It is really important that you, as the supervisor, sign here to say that the student, and only the student, completed the entire Exam and under Exam conditions.

Finigan School of Distance Education
Phone: 02 6210 5200
Email: finiganSDE@det.nsw.edu.au

ASSESSMENT COVER SHEET

ATTENTION: SUPERVISOR

STUDENT: **Ivy Miller**
TEACHER: **Sam Pacer**

SUBJECT: **Chemistry**
TASK: **HSC Chemistry Trial Examination**

Due Date: **28/08/2019**
Time Allowed: **3 Hours + 5 min reading time**

EXAMINATION

EXAMINATION RULES:
(To be read in conjunction with the special instructions specified below)

1. EXAMINATION PAPERS must be opened by the Supervisor, in front of the student, just prior to the exam beginning.
2. The student should be seated comfortably in a room without access to resource material or any electronic devices, including computers.
3. Examinations must be hand written.
4. No contact should be made with the student for the duration of the exam. It is desirable that the supervisor remains quietly in the room with the student.
5. A clock should be visible to the student. The length of time stipulated for the exam must be adhered to.
6. The Supervisor should warn the student ten (10) minutes prior to the finishing time. "Pens Down" should be stated on the finishing time.
7. The student can only be allowed to bundle paper together after this time.
8. The Supervisor should send the assessment with this Assessment Cover Sheet to Karabar Distance Education Centre either by **post or email, on or before the Due Date.**
9. The **DUE DATE** stated on this ASSESSMENT COVER SHEET will be enforced.

SPECIAL INSTRUCTIONS:
Assessment Task 4 - Yearly Examination
Complete the task under examination conditions.
See front of Examination cover for further instructions.

Assessment outcomes: H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14

Weightage: 30%

TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Assessment Task.

SUPERVISORS CERTIFICATE:
I certify that this is the work of Iffath Bismillah, unaided by any other person.

Signature _____ Date _____



Course Outcomes

Course outcomes are from the NESA syllabus for each subject. They describe what you are expected to achieve in each course. We use these outcomes to write and plan the work you receive in your packs. Here is an example of what the course outcomes document would look like for Year 12:

Finigan

School of Distance Education

Year: 8

COURSE: Mathematics Program 1 COURSE OUTCOMES:

| | |
|----------|---|
| MA4-06NA | Solves financial problems involving purchasing goods |
| MA4-07NA | Operates with ratios and rates, and explores their graphical representation |
| MA4-08NA | Generalises number properties to operate with algebraic expressions |
| MA4-10NA | Uses algebraic techniques to solve simple linear and quadratic equations |
| MA4-11NA | Creates and displays number patterns; graphs and analyses linear relationships; and performs transformations on the Cartesian plane |
| MA4-13MG | Uses formulas to calculate the areas of quadrilaterals and circles, and converts between units of area |
| MA4-14MG | Uses formulas to calculate the volumes of prisms and cylinders, and converts between units of volume |
| MA4-17MG | Classifies, describes and uses the properties of triangles and quadrilaterals, and determines congruent triangles to find unknown side lengths and angles |
| MA4-19SP | Collects, represents and interprets single sets of data, using appropriate statistical displays |
| MA4-20SP | Analyses single sets of data using measures of location, and range |
| MA4-21SP | Represents probabilities of simple and compound events |



What is the difference between activities and exercises?

When you open your booklets for each of your subjects you will notice that some subjects include both 'Activities' and 'Exercises' which may seem like a lot of work. BUT don't worry, read on below to see what it all means and what you are required to hand in.

Activities are the questions that are asked throughout the reading part of the booklet. These activities are like a teacher asking questions in class and you would put your hand up to have a go at answering. We want you to have a go at answering these questions and then go to the Suggested Answers section of the booklet to see if you were on the right track or not. You do not need to send these in to your teacher. These are like classwork to help you understand the work:

Exercises are the questions that are asked at the end of the reading for the week's work and these

Activity 1

Look at the NineMSN website and answer the following questions.

1. Which sports are featured on this website?

2. Give two ways you can interact with this website?

3. Who are the experts whose columns are available on this website?

are what you send in to your teacher. **Exercises are NOT a test**; they are a chance for you to show your teacher how much you have learnt for the week. You are encouraged to make an attempt at all that you are required to do for that week. **EXERCISES ARE WHAT YOU SEND IN TO YOUR TEACHER FOR MARKING.**

If you are completing your work online the exercises are called **SEND-IN-EXERCISES**.

Exercise 3: Sports profiles

Use your favourite search engine to do some research on the web. Design profiles for two of your favourite sports people. Include the following information:

- Name and nickname
- Background details
- Sports and position played career highlights
- Personal details, for example, age and family.

You can present this as a web page or do it on your own paper.



elearning

What is Moodle

Moodle is a course management system used at Finigan School of Distance Education to create online courses. Moodle allows students to access courses via the Internet – anywhere, anytime.

Students are able to:

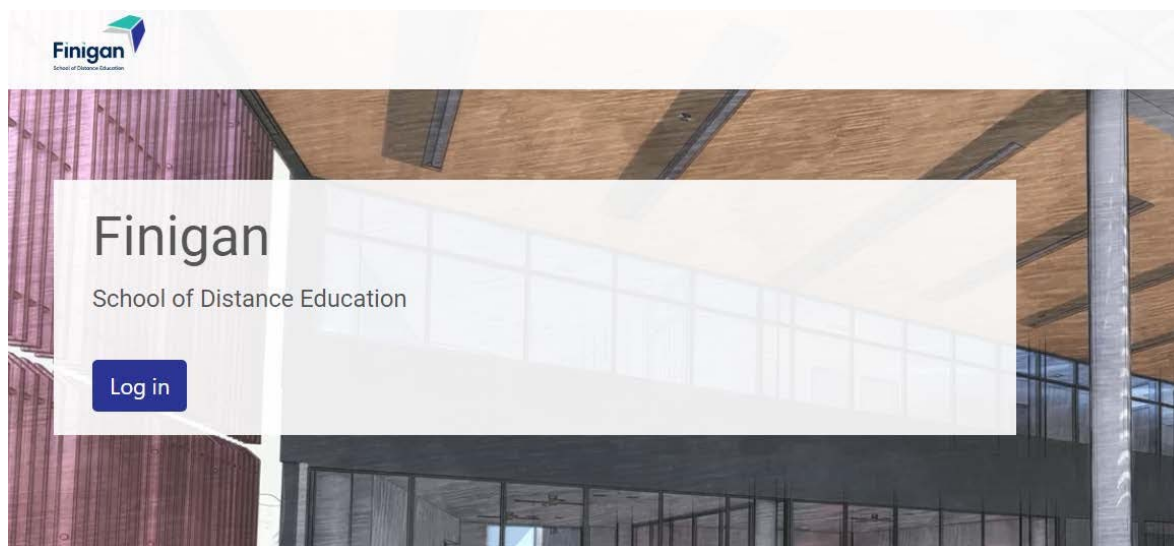
- download resources and activities,
- complete quizzes,
- participate in forums and wikis,
- access podcasts,
- view video and audio files,
- Upload completed files, and
- message/email their teachers.

Another very useful feature of Moodle is that of submitting work electronically. Weekly work files can be uploaded for teacher assessment all within the Moodle software. Teachers then correct work and return marked work via Moodle.

Accessing Moodle

To access the website go to - <https://finigan-d.schools.nsw.gov.au/e-Learning>

Click Log in





Username

Password

Log in

NB: Username and password are lowercase and are case sensitive.

The username and password will be emailed to the student. Please contact the centre if you do not know the username and password.


The student will be prompted to change their password after the first login


[Home](#) / [Dashboard](#) / [Preferences](#) / [User account](#) / [Change password](#)


Change password

Username


The password must have at least 6 characters

Current password 

New password 

New password (again) 

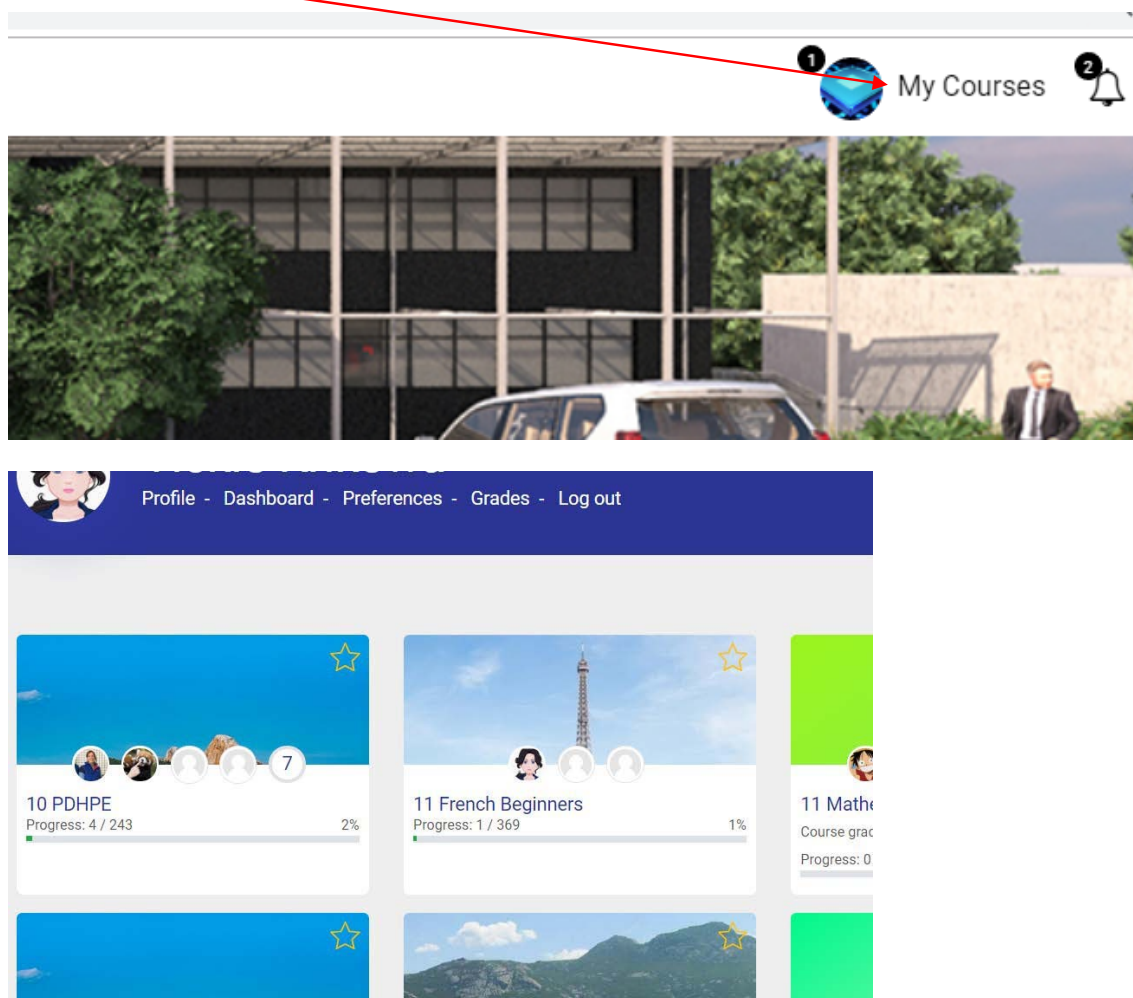
Save changes

There are required fields in this form marked .

Click **Save changes**



Click **My courses** to access the courses the student is enrolled in.



Choose the course to access the work.

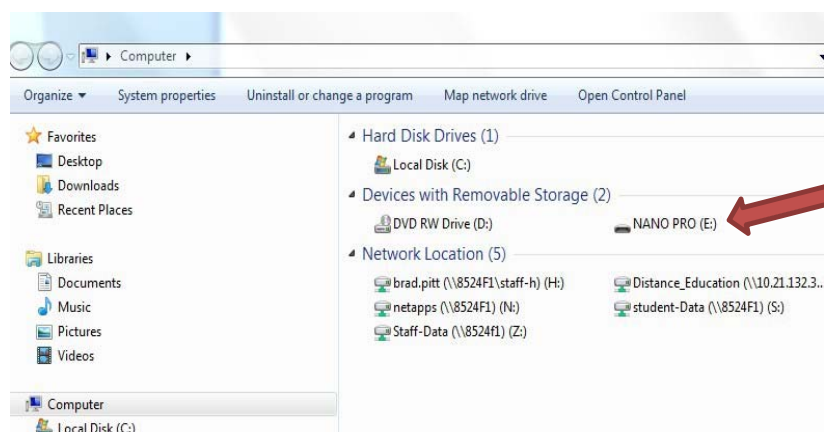
In your initial pack you have been issued with an e-learning booklet. Use this booklet to help you and the student with information on uploading and saving files.

Email finigansde@det.nsw.edu.au.



What do I do if I receive a USB in my pack?

1. Turn on your computer
2. Place the USB into the USB port on your computer.
3. Open Computer
4. Find and open the Drive where your school work is. For example, Drive E: Nano Pro



5. Highlight all the folders and right click and copy. Paste all the folders to your My Documents folder on your computer.
6. This will make a backup of all the information on your computer.
7. Safely remove the USB and keep in a safe place just in case you need it at a later date.
8. Return the USB to Finigan SDE when you have finished all the work.



Tips for Your Distance Education Success

How to Set Up Your Learning Space

To maximise your learning, it is recommended that you set yourself up a 'learning space'.

Your 'learning space' should be a place where you are able to comfortably and productively complete your school work. Below are some hints on how to set up the best 'learning space'.

- a. This space should only be for your school work.
- b. Minimise distractions – an area with no TV or game consoles.
- c. You should pick a space that is quiet, bright and airy. It is extra hard to concentrate in a dark stuffy room.
- d. You should have a nice clean area to work in with a desk or table.
- e. We recommend that you set out an in-tray and out-tray system. Each week put into your in-tray the work that needs to be completed. Once you have finished that booklet for the week, put it in your out-tray. That way you can see that you are getting through the week's work and will know what you need to send in at the end of the week.
- f. Put your extra work away in a cupboard or box so that you only have a manageable amount sitting on your desk. We recommend only having one week's worth of work on your desk at a time. At the beginning of each week, get one week's worth of work out of your box and put into in-tray.
- g. Make sure you take regular breaks in between long periods of study.
- h. Keep water handy; drinking water can improve concentration.
- i. Ring or email your teacher if you are struggling with something.

Contacting Your Teachers

You need to contact your teachers regularly. Contacting your teacher and talking through the big ideas of that week's work will help you succeed in your studies.

Teachers will contact you through marked work, email, Moodle or phone at least every fortnight. However you can contact your teacher whenever you like or have a question – they love hearing from you!

Here are the ways you can contact your teachers;



Telephone: **(02) 6210 5200** or **1300 360 384 (local call costs)**

or



Email: FiniganSDE@det.nsw.edu.au

Use your teacher's name as the subject of the email.

