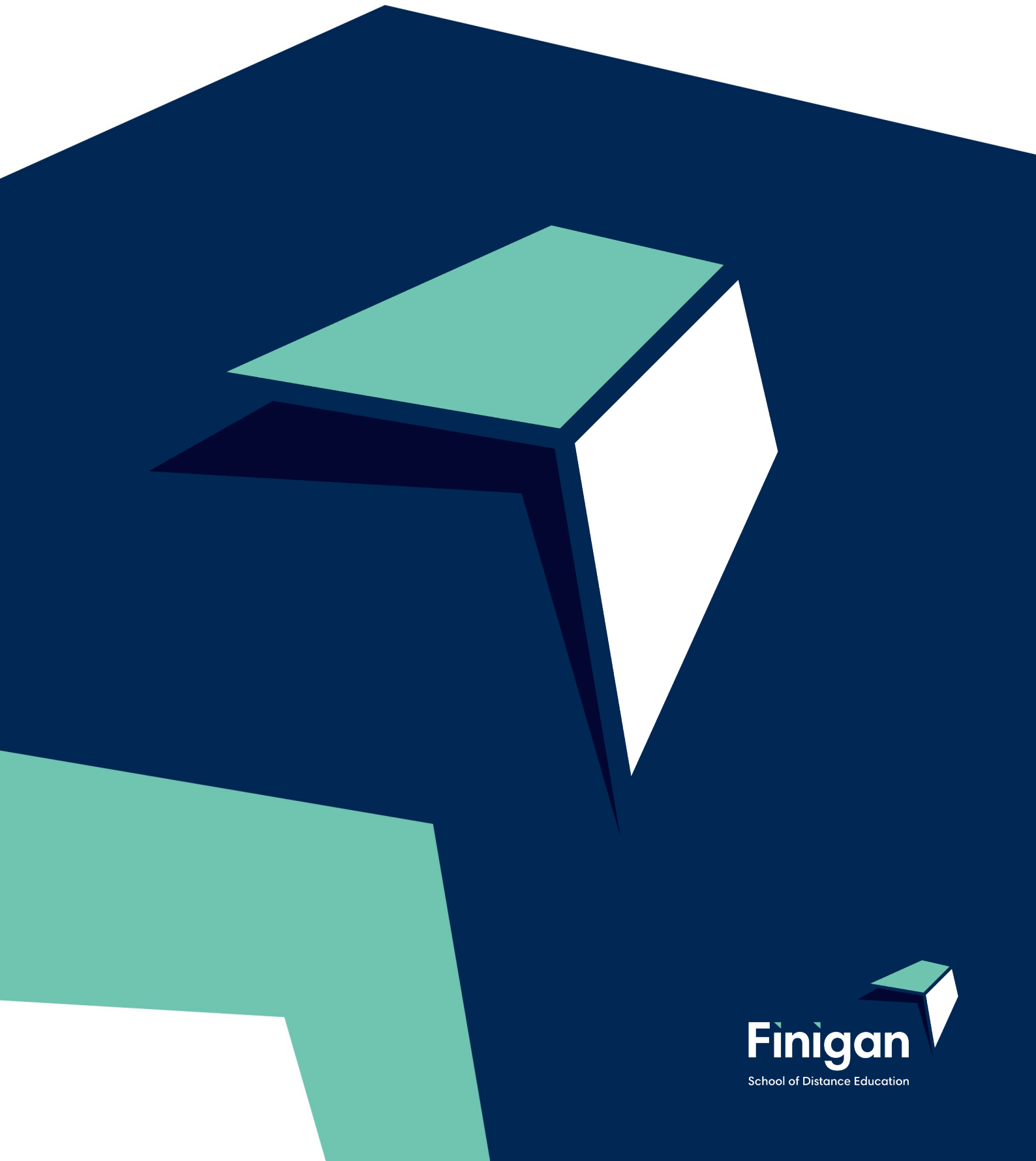


# ELIGIBILITY DETERMINATION – LANGUAGE BEGINNERS COURSES



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# Eligibility Determination Information

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In order to enter a Stage 6 Language Beginners course, a student must be determined eligible. The student should apply to their school principal for an eligibility determination, if possible, during Term 3 of Year 10. A student applying for an eligibility determination must:

- complete all sections of the Language Continuers Course – Application for Eligibility Determination (including the Statutory Declaration)
- provide relevant additional documentation if required by their principal
- provide relevant additional documentation that the student wishes to include.

False, inaccurate or incomplete information could place at risk a student's eligibility for the Higher School Certificate.

## Eligibility criteria

The eligibility criteria for Language Beginners courses are as follows.

- The student has had no more than 100 hours' study of the language at the secondary level (or the equivalent).
- The student has little or no previous knowledge of the language. For an exchange student, a significant in-country experience (involving experiences such as homestay and attendance at school) of more than three months renders the student ineligible.

Note: For the purpose of determining eligibility:

- a speaker of a dialect or a variant of a language is considered to be a speaker of the standard language.
- a speaker of Indonesian or Malay is considered to be a speaker of both languages.

## Determining eligibility

Eligibility to undertake a Language Beginners course is determined by the principal of the school delivering the course. This may be the student's home school, the Saturday School of Community Languages, the NSW School of Languages, a Distance Education School or TAFE. For a student who intends to study the course with an approved outside tutor, eligibility is determined by the principal of the student's home school.

To be deemed eligible for a course, a student must meet all of the eligibility criteria for that course at the time of entry to the course.



## Principal Review and Appeal to NESA

If the student believes that the principal's determination has not been made in accordance with the course eligibility criteria, they may seek a review of the determination from the principal. Any student requesting a review should do so within two weeks of receipt of the principal's determination.

If, following the principal's review, the student remains ineligible to undertake the Language Beginners course, the student may appeal to NESA. Principals should inform students of the review and appeal procedures and provide students with the relevant forms on request.

Any request for a review of the determination by the principal must be submitted to the principal within one week of the student's receipt of the eligibility determination. The request must be submitted on the Application for Review of Eligibility Determination form, and may include relevant documentation not included in the original application. The principal/school review panel will review the determination and advise the student in writing of the outcome of the school review.

If the student wishes to appeal to NESA against the principal's determination, the appeal must be submitted by the school to NESA within one week of the student's receipt of the school review determination. The appeal must include:

- a completed Language Beginners Course – Application for Eligibility Determination (including the Statutory Declaration)
- a completed Application for Review of Eligibility Determination form
- a completed Appeal to NESA against Principal's Eligibility Determination form
- any documentation submitted to the principal as part of the student's application for eligibility determination or review.

Appeals should be emailed to [studentsupport@nesa.nsw.edu.au](mailto:studentsupport@nesa.nsw.edu.au)

NESA will notify the principal and the student of its decision in writing via email.



# Language Beginners Course

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## Application for Eligibility Determination

### PART A: TO BE COMPLETED BY THE STUDENT

Applicant details:	
Student Number:	
Student Name:	
Student Email:	

Language	
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Home school details:	
School Name:	
Contact Person:	
Phone Number:	
Principal:	
School Email:	

Teaching school details (if different from home school)	
School Name:	
Contact Person:	
Phone Number:	
Principal:	
School Email:	



## Section 1: Formal education\*

*\* Formal education is “Education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country.” UNESCO – International Standard Classification of Education (2011).*

Please write the required information in the table below. FILL IN ALL BLANKS. If you did not attend school in any of these years, please write ‘none’ in the relevant space.

School year	Calendar year	Name of school attended	Country in which school was attended	Languages learned (other than English)
10				
9				
8				
7				
6				
5				
4				
3				
2				
1				

Further information related to formal education (if applicable):

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## Section 2: Knowledge of the language from other sources

Please use the space below to provide a statement about the extent of your knowledge of the language gained from other sources.

Have you used the language to communicate with anyone outside the classroom?

E.G Parents, friends or relatives.

Yes / No

If yes, please provide details of the type and extent of any communication that has involved you in speaking, writing, reading or listening to the language outside the classroom.

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2. Has anyone used the language to communicate with you outside the classroom?

E.G Parents, friends or relatives.

Yes / No

If yes, please provide details of the type and extent of any communication that has involved you in speaking, writing, reading or listening to the language outside the classroom.

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3. Have you attended classes in the language given at a community language school or by a private tutor? Yes / No

If yes, please provide details of:

a) the classes you attended

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b) the period of attendance and the total number of hours you have spent in these classes.

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4. Have you been to a country where the language you are applying for is used as the language of communication, either as an exchange student or on a holiday? Yes / No

If yes, please provide details of:

a) time spent in that country

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b) time spent living with a family in that country

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c) time spent attending a school in that country

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**Section 3: Additional documentation provided by student**

The student may choose or be asked to provide additional documentation to support their application. Such documentation may include copies of school reports from previous schools, passports/visas or evidence of residency in Australia and/or overseas.

Please list any additional documentation submitted with this application.

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## Section 4: Student declaration

Please complete the Statutory Declaration, which must be signed by the student and an appropriately qualified person. The following persons may witness a statutory declaration in New South Wales:

- a justice of the peace
- a notary public
- a solicitor or barrister with a current New South Wales or interstate practising certificate
- a commissioner of the court for taking affidavits
- a person by law authorised to administer an oath.

It is an offence under the *Oaths Act, 1900* to make a false statutory declaration. If you are unsure of the answers to any of the questions you have given above, seek advice from your principal before you sign the declaration.

<p style="text-align: center;"><b>Statutory Declaration</b> <i>OATHS ACT 1900, NSW, EIGHTH SCHEDULE</i></p> <p>I, ..... do solemnly and sincerely declare that <i>[name of declarant]</i></p> <p>all information given on this form is complete and correct, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.</p> <p>Declared at: ..... on ..... <i>[place] [date]</i></p> <p style="text-align: right;">..... <i>[signature of declarant]</i></p> <p>in the presence of an authorised witness, who states:</p> <p>I, ..... a ..... <i>[name of authorised witness] [qualification of authorised witness]</i></p> <p>certify the following matters concerning the making of this statutory declaration by the person who made it: [<i>* please cross out any text that does not apply</i>]</p> <ol style="list-style-type: none"><li>1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and</li><li>2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using an identification document and the document I relied on was ..... <i>[describe identification document relied on]</i></li></ol> <p>..... <i>[signature of authorised witness] [date]</i></p>
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**PART B: TO BE COMPLETED BY THE SCHOOL**

**Section 5: Statement by student’s home school**

The language course for which \_\_\_\_\_ is applying will be delivered by  
(*student name*)

Finigan School of Distance Education.

The following additional information is provided for the consideration of the principal making the eligibility determination. Such additional information can be drawn from school enrolment forms, school interviews or school assessment. It is expected that the teacher’s assessment includes specific information about the student’s reading, writing, listening and speaking skills, in regard to the language course the student is applying for.

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Teacher’s Name: \_\_\_\_\_

Teacher’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal’s Name: \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Section 6: Statement by school delivering the course (to be completed by Finigan School of Distance Education)

Additional comments / information where the school delivering the course is not the student's home school.

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Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Section 7: Eligibility determination

The eligibility determination is to be made by Finigan School of Distance Education for which the student is seeking an eligibility determination.

\_\_\_\_\_ is eligible to commence the  
*(student's name)* ineligible

\_\_\_\_\_ course in \_\_\_\_\_.  
*(name of course)* *(calendar year)*

School / Institute: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

