

LANGUAGE ELIGIBILITY DECLARATION

FRENCH | GERMAN | ITALIAN | JAPANESE

2024



Eligibility Determination Information

To enter a Stage 6 Language Beginners/Continuers 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 Eligibility Declaration (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 a student's eligibility for the Higher School Certificate at risk.

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.

The eligibility criteria for Language Continuers courses in languages where there are Language in Context, and/or Language and Literature courses are as follows.

- The student has had no more than one year's formal education* from the first year of primary education (Year 1) in a school where the language is the medium of instruction.
- The student has had no more than three years' residency in the last ten years in a country where the language is the medium of communication and
- Formal education is "Education that is institutionalised, intentional and planned through public organisations and recognised private bodies and – in their totality – constitute the formal education system of a country." UNESCO – International Standard Classification of Education (2011).
- A speaker of a dialect or a variant of a language is considered to be a speaker of the standard language.

Students considering a student exchange program should consider the following:

- students who are engaged in an overseas exchange program are unable to meet eligibility requirements for distance education provisions
- students currently studying via distance education before they leave on an exchange program must withdraw from distance education and are required to reapply if the provision is still required for the student on return from exchange.



Determining Eligibility

The principal of the school delivering the course determines eligibility. This may be:

- the student's home school
- the Secondary College of Languages
- the NSW School of Languages
- a Distance Education Centre
- a TAFE.

For a student who intends to study the course with an approved outside tutor, the principal of the student's home school determines eligibility. To be deemed eligible for a course, a student must meet all eligibility criteria at the time of entry to that course.

The principal must provide the eligibility determination to the student in writing before the student enrolls in the relevant language course. Schools that deliver language courses outside the home school may have early submission deadlines. The student is responsible for meeting these deadlines.

Review of Principal's Eligibility Determination

If a student believes that the principal's determination has not been made according to the course eligibility criteria, they can request a review of the determination.

Students requesting a review must:

- use an Application for Review of Eligibility Determination form
- submit their review request to the principal within one week of receiving the principal's original decision
- if applicable, include relevant documentation not included in the original application.

The principal and/or school review panel will re-examine the matter and advise the student of the outcome in writing.

Appeal to NESAs

If the review concludes that the student remains ineligible to undertake the language course, the student may appeal to NESAs.

Any student who wishes to appeal to NESAs must submit their request to the principal within one week of receiving the review decision. The school must then submit the appeal to NESAs within one week of the student's request.

The appeal must include:

1. an Application for Eligibility Determination form (including the Statutory Declaration)
2. an Application for Review of Eligibility Determination form
3. an Appeal to NESAs against Principal's Eligibility Determination form
4. 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.

NESAs will notify the principal and the student of its decision via email.



Stage 6 Languages Eligibility Declaration

Application for Eligibility Determination

PART A: TO BE COMPLETED BY THE STUDENT

Applicant details:	
Student number:	
Student name:	
Student email:	
Language	

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):



Section 2: Residency

Please write the required information in the table below. FILL IN ALL BLANKS.

School year	Calendar year	Country of residence	Language of communication in country of residence
10			
9			
8			
7			
6			
5			
4			
3			
2			
1			

Further information related to country /language of residence (if applicable):



Section 3: Knowledge of the language from other sources

Please use the space below to provide a statement about the extent of your experience using the language outside the classroom.

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

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

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: -

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



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

If yes please provide details of:

- time spent in that country

- time spent living with a family in that country

- time spent attending a school in that country



Section 4: 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.



Section 5: 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.

Statutory Declaration
OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I,....., do solemnly and sincerely declare that
[name of declarant]

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.

Declared at:..... on
[place] *[date]*

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I,....., a.....,
[name of authorised witness] *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

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
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
[describe identification document relied on]

.....
[signature of authorised witness] *[date]*



PART B: TO BE COMPLETED BY THE SCHOOL

Section 6: 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.

Teacher's name: _____

Teacher's signature: _____ Date: _____

Principal's name: _____

Principal's signature: _____ Date: _____



Section 7: 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.

Teacher's name: _____

Teacher's signature: _____ Date: _____



Section 8: 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: _____

