



# Northside

Christian College

## Distance Education Policy

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## **Rationale**

Depending on student numbers and availability of staff in the Senior School at Northside Christian College, some VCE courses will be offered by arrangement through Distance Education providers.

This Policy outlines the fees and charges, and eligibility criteria for service fee waivers, applying to Senior School students at Northside Christian College studying VCE distance education courses through the Virtual School Victoria (VSV) formerly known as the Distance Education Centre Victoria (DECV).

## **Definitions**

### *Distance Education*

Distance education or distance learning is a mode of delivering education and instruction, often on an individual basis, to students who are not physically present in a traditional setting such as a classroom. Distance education at Northside Christian College is available to students through enrolment with the VSV.

### *The Virtual School Victoria (VSV)*

The VSV is a Victorian Government F-12 School located in Thornbury, Victoria. The VSV are the leading provider of primary and secondary distance education for Victorian students. The VSV courses are designed to match courses in regular school settings. The VSV offers a wide range of subjects, with the exception of languages, which are offered by the Victorian School of Languages (VSL).

## **Overview**

A student may be eligible for a waiver (full or partial) from payment of the distance education service fee while studying VCE studies at Northside Christian College.

Northside Christian College students may be exempt from paying the service fee for a distance education program on the following grounds:

- An advertised VCE class at Northside Christian College was not offered due to low enrolment numbers. In this case, students are eligible for a full waiver of distance education fees. Please note that this does not apply to Year 10 students applying to accelerate in a VCE subject not promoted as an acceleration course at Northside.
- The student can demonstrate that the desired distance education course is required in order for them to gain entrance into a desired post-school training program. i.e. university, TAFE, etc.
- In certain circumstances, namely financial hardship, or in exceptional circumstances, a student may apply to the Principal for a waiver of the distance education enrolment fee for a course not currently being offered at the College.

Waiver / refund applications are assessed on a case-by-case basis.

If a student withdraws from a Distance Education course after Week 2, they will incur the full expense of this course if the fees are not refunded by VSV.

Students are required to pay the materials charge for any Distance Education course they enroll in via the VSV.

In 2022, non-Government schools from which students enrol in the VSV will be required to pay a total upfront costs of \$810 per subject (\$405 per Unit). The VSV may change their fee structure from year to year.

Cheques should be made payable to the "Virtual School Victoria". Credit card facilities are also available on the application form.

## **Responsibilities**

### *Parents*

Parents are responsible for providing all relevant information and payment for enrolling students in Distance Education courses. Payment is required at the time of registration for the course.

### *Principal and VCE Learning Coordinator*

The Principal and VCE Learning Coordinator who oversee students from Northside Christian College who undertake subjects through VSV are responsible for completing and submitting all relevant information and providing a suitable learning environment, resources and support for students.

The Principal must also ensure:

- The applications are complete and all the required declarations signed.
- A school supervisor is nominated for the student.
- Each enrolment application is fully completed and signed otherwise the forms will be returned.
- Payment is organised by the College or the parent/guardian.

### *Students*

Students are responsible for undertaking course counselling with the VCE Learning Coordinator prior to enrolling in a distance education course in order to consider all available options for the student, including Video Conference and similar courses offered by the College.

Students enrolling as a distance education student must themselves be well organised and self motivated. Although the completion of work units and the distribution of materials is supervised by the school, and staff are willing to assist students as and when necessary, it is the student's responsibility to complete the work - the student is being taught by the VSV and not by Northside Christian College.

## **Enrolment Procedures**

It is preferable that enrolments be made as early as possible, at the start of each year or semester (i.e. during Week 1 or earlier). This is particularly so for VCE studies as there is limited time for completion of work requirements. Late applications may be rejected by the VSV and disadvantage students, especially at the VCE level.

Closing dates for applications are promoted each year on the VSV website at:  
<http://enrolments.distance.vic.edu.au/OnlineEnrolments.aspx>.

### **Additional Information**

Additional information and support are available at the VSV. If students or parents have any concerns, please contact the enrolments unit for counselling and guidance. The enrolment office operates between 9:00am and 4:00 pm Monday to Friday.

Students and parents can contact the VSV on:  
Phone: (03) 8480 0000  
Phone: (1800) 133 511 (toll free within Victoria)  
Fax: (03) 9416 8487  
Email: [enrol@vsv.vic.edu.au](mailto:enrol@vsv.vic.edu.au)  
Website: <https://www.vsv.vic.edu.au>

The Students in Schools Enrolment Handbook, which is available online at the site listed below (Retrieved: 31/03/2022):  
<https://www.vsv.vic.edu.au/wp-content/uploads/2021/10/2022-Students-in-Schools-Handbook.pdf>

### **Student Wellbeing**

Sometimes students find themselves feeling overwhelmed by the demands of school and life, or feel daunted by big changes that might be hard to deal with. The Student Wellbeing team at VSV may also be able to assist students.

Email [wellbeing@vsv.vic.edu.au](mailto:wellbeing@vsv.vic.edu.au) or ask your child's Learning Advisor to put us in touch. Students can email VSV at [wellbeing@vsv.vic.edu.au](mailto:wellbeing@vsv.vic.edu.au) or ask seek assistance from their Learning Advisor.

The Northside Christian College Student Wellbeing Team can be contacted at [studentwellbeing@ncc.vic.edu.au](mailto:studentwellbeing@ncc.vic.edu.au).

### **Inclusive Education**

The College is committed to collaborating with students, parents, and external providers like the VSV to support students with a diverse range of learning and wellbeing needs. The College will work closely with the VSV to ensure that appropriate strategies are in place to address barriers that may impact a student in accessing and participating in the learning program.

The College has developed an Inclusive Education Policy (Policy No. 27). The College is also aware that the VSV has developed a Student Inclusion Policy, which also addresses a commitment to support students with disability.

### **Responsibilities**

The Principal has overall responsibility for the implementation of this policy.

### **Evaluation**

This policy will be reviewed as part of the College's three-year review cycle or sooner should changes in the Virtual School Victoria enrolment procedures or other relevant information dictate.

**Related Policies**

VCE Student Policy Handbook (Policy No. 4)

VCE Staff Policy Handbook (Policy No. 3)

Pastoral Care Policy (Policy No. 12)

Inclusive Education Policy (Policy No. 27)

**References**

Virtual School Victoria. (2019). Child Safe Standards at VSV.

<https://www.vsv.vic.edu.au/our-school/child-safe-standards/>

Virtual School Victoria. (2019). Student Inclusion Policy.

<https://www.vsv.vic.edu.au/wp-content/uploads/2019/12/Student-Inclusion-Policy.pdf>

Virtual School Victoria. (2019). Student Wellbeing Policy

<https://www.vsv.vic.edu.au/wp-content/uploads/2019/12/Student-Wellbeing-Policy.pdf>

## Appendix A Parent Communication

<Date>

<Parent / Guardian Names>

<Address>

<Address>

**Re: <YEAR> VCE DISTANCE EDUCATION SUBJECTS SELECTED**

Dear <Parent Names>,

During September you would have received a letter indicating <Student name>'s VCE subject enrolment for <school year>. That letter indicated that Unit <1 & 2 / 3 & 4> <Subject> would be available as a Virtual School Victoria (VSV) subject. Please note that Unit <1 & 2 / 3 & 4> <Subject> was a subject that was not offered by Northside Christian College. The College's Distance Education Policy states that in this instance the student will cover the costs of VSV, including any texts. This amount will be invoiced out to you by the College in <school year>.

Undertaking a VSV unit requires good communication and time management skills. Students enrolled in a VSV unit will have a Private Study block in which to complete any work allocated by their Distance Education teacher.

Students will be provided with a login account for the online VSV Student Portal, which contains details of the weekly work to be completed. Students will also submit work to their teacher through this portal. Some subjects also provide a spiral bound booklet. Parents also have access to a Parent Portal where they may access reports.

<Staff Member> will act as the contact / supervising teacher here at the College, and students will have access to a telephone if they need to contact VSV regarding their work. <Staff Member> will be able to post work that needs to be submitted in hardcopy.

Please find enclosed the necessary enrolment forms for the VSV. The forms have been partly completed, and families are asked to complete the information where noted. Please return the completed forms to the College by <Insert Date>. Also enclosed is the text list provided by VSV. Please follow the instructions provided in order to purchase the required texts.

Please feel free to contact the College if you have any queries.

Yours sincerely,

<Staff Member>  
VCE Learning Coordinator

<Staff Member>  
Principal



## **Appendix B**

### **Parent Communication**

**To: SELECTED YEAR 10 AND 11 STUDENTS AND PARENTS**

**Re: <Year> DISTANCE EDUCATION**

Dear Parents / Guardians,

The Virtual School Victoria (VSV), formerly known as Distance Education Centre Victoria (DECV), are accepting enrolment applications in preparation for the <Year> academic school year. The complete list of subjects being offered by the VSV in <Year> is available on the VSV website at: <https://www.vsv.vic.edu.au/subjects/>.

The VSV require that students complete an enrolment form. The VSV enrolment application form is available in the '<Year>Students in Schools Enrolment Handbook'. Students may also select to complete the enrolment process online using the form available at: <http://enrolments.distance.vic.edu.au/OnlineEnrolments.aspx>.

Please note that once the online enrolment form has been completed, the information entered on this application will be sent to the Principal at Northside Christian College. Enrolments will only be processed once approval is given from the College Principal.

The Northside Christian College Distance Education Policy (Policy No. 8) highlights that if a student withdraws from a Distance Education course after Week 2, they will incur the full expense of this course if the fees are not refunded by VSV. Students are required to pay the fees for any Distance Education course they enroll in via the VSV.

The total upfront costs for Non-Government Schools for students to enrol at VSV in 2022 is \$810 per subject (\$405 per Unit).

Northside Christian College students may be exempt from paying for a distance education program if an advertised VCE class at Northside Christian College was not offered due to low enrolment numbers. In this case, students are eligible for a full waiver of distance education fees. Please contact the College for additional support with organising a fee waiver.

The Virtual School Victoria have produced a '<Year> Students in Schools Enrolment Handbook' to assist students with the enrolment process and understanding some of the requirements of the VSV. This resource is available at: <https://www.vsv.vic.edu.au/wp-content/uploads/2020/09/2021-Students-in-Schools-Handbook.pdf>

Students are reminded that Semester 1 starts on <date> for the VSV. Please note that <Director of Senior School Learning> is the 'School Supervisor' for Northside Christian College students completing a Distance Education course. Please feel free to contact me in the Senior School Administration Office if you have any additional questions about Distance Education.

Sincerely,

Director of Senior School Learning

Principal

## Appendix C

### DISTANCE EDUCATION – SUBMISSION OF WORK FOR ASSESSMENT

Student Name .....

Subject.....

Unit Number.....

Details of work being submitted: .....

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Student Signature..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE:** Students must submit work for posting 2 full days prior to the work being required by the teacher at the Distance Education Centre.

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#### Office use only:

Date Posted: \_\_\_\_/\_\_\_\_/\_\_\_\_

VCE Learning Coordinator Signature..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_