



## Eligibility Determination – Beginners Language Courses

In order to enter a Stage 6 Beginners language 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 Beginners Language 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 Beginners language 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 Beginners language 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 Centre 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.

The principal's eligibility determination should, where possible, be provided to the student in writing at least 10 school weeks prior to the commencement of delivery of the course.

### Principal review and appeal to NESAs

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. If, following the principal's review, the student remains ineligible to undertake the Beginners language course, the student may appeal to NESAs. 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:

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

Appeals should be forwarded to:

Student Support, NESA, GPO Box 5300, Sydney NSW 2001

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

## Beginners Language Course

### Application for Eligibility Determination

PART A: TO BE COMPLETED BY THE STUDENT

Applicant details	
Student Number:	
Student Name:	
Language:	
Home school details	
School Name:	
Contact Person:	
Phone Number:	
Principal:	
Teaching school details (if different from home school)	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

**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.

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.

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2. 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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3. Have you been an exchange student in a country where the language you are applying for is used as the language of communication?  
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 the student**

Students may choose or be asked to provide additional documentation to support their application. Such documentation may include school reports from other schools, passports 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.

**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 5: Statement by student's home school**

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

(Please tick)

- the student's home school
- TAFE
- the Saturday School of Community Languages
- the NSW School of Languages
- a Distance Education Centre at \_\_\_\_\_
- another high school, namely \_\_\_\_\_
- an approved outside tutor

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. Where possible a teacher's assessment should be included.

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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 (if different from home school)**

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 the school delivering the course for which the student is seeking an eligibility determination. This may be the student's home school, the Saturday School of Community Languages, the NSW School of Languages, a Distance Education Centre or TAFE. In the case of a student who intends to study the course with an approved outside tutor, this section is to be completed by the student's home school.

\_\_\_\_\_ is  eligible  ineligible to commence the  
(name of student)

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

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

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

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



## Beginners Language Course

### Application for Review of Eligibility Determination

This form need only be completed if the student believes that the principal's determination has not been made in accordance with the course eligibility criteria, and the student is seeking a review of the determination by the principal.

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

Applicant details	
Student Number:	
Student Name:	
Language:	
Home school details	
School Name:	
Contact Person:	
Phone Number:	
Principal:	
Teaching school details (if different from home school)	
School Name:	
Contact Person:	
Phone Number:	
Principal:	

#### Section 1: Student statement

Please provide an additional statement in support of your application for a review of your eligibility determination.

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**Section 2: Additional documentation (optional)**

If you wish to provide any additional documentation in support of your application for a review of your eligibility determination, please list the additional documents in the space below.

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Student’s Name: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART B: TO BE COMPLETED BY THE PRINCIPAL

### Section 3: Principal's review and determination

In reviewing the determination of a student's eligibility to enter a Stage 6 Language course, the principal is required to consider:

- the student's original Application for Eligibility Determination
- any additional documentation submitted with the original application
- the additional statement made and any documentation that the student may have provided with the student's Application for Review of Eligibility Determination.

#### Determination

\_\_\_\_\_ is  eligible  ineligible to commence the  
(name of student)

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

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

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

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

## Beginners Language Course

### Appeal to NESAs against Principal's Eligibility Determination

This form need only be completed if the student wishes to appeal to NESAs against the principal's determination.

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

I \_\_\_\_\_  
(student name)

\_\_\_\_\_ (student number)

wish to appeal to NESAs against the principal's determination that I am ineligible to undertake the \_\_\_\_\_ Beginners language course.  
(language)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### PART B: TO BE COMPLETED BY THE PRINCIPAL

I acknowledge the student's appeal to NESAs against the determination I made that the student is ineligible to undertake the above Beginners language course. I will send all the relevant documentation that was considered in making the determination.

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

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