



Outside Delivery- Distance Education Courses Policy

Pattern of study:

The Pathways co-ordinators are responsible for the pattern of study for each student. They interview the student and parent/carer and discuss the challenges of Distance Education, and assess the student's ability to work independently. The parents and students sign a contract with the School if they wish to do one subject this way.

Delivery Options

The School operates with BOSLO registered institutions only and all courses are assessed for their standing within the HSC and whether or not they will contribute towards an ATAR. All courses are in keeping with the requirements as stipulated on the ACE website. The student and parent/carer are aware of this. The supervisor has an initial phone conversation with the tutor and establishes a professional relationship of mutual support for the student. Where the supervisor has any concerns about the tutor s/he speaks directly with the Pathways Coordinator who will discuss this with the Principal. Further action will be taken if necessary.

Tracking of work and student's welfare

Students undertaking outside courses are allocated a mentor and a supervising staff member. This person is usually a senior staff member but may be a teacher from any area of the School depending upon their expertise in a particular subject.

All completed work units are passed to the supervisor, by the student. The supervisor registers the completion of the unit then takes it to the front office. The office staff monitor all mail sent out of the School. The tutor at the distance education School keeps the Korowal supervisor informed of progress. Marked work is received by the supervisor at our School then passed on to the student. The final assessment grade or mark is entered on our system for uploading into our marks books and files.

The Pathways coordinators are responsible for reviewing student completion of courses & checking that they are registered in the Preliminary & HSC s BOSTES rolls.

If a student wishes to change a course it must be signed off by Parent, student and the Pathways coordinators.

Policy reviewed	October 2016
Next review	October 2018
Signed: 	