

VSV
MORWELL
HUB

Enrolment Handbook 2024

Morwell Blended Learning Hub



Morwell Blended Learning Hub

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Virtual School Victoria (VSV) is Victoria's leading virtual school. Located in Thornbury, in 2023 we provided virtual learning programs to 6500 students from Foundation to Year 12. More students study at VSV than any other government school in Victoria.

Our students come from diverse and unique backgrounds, and are based in a wide variety of locations. We provide education to students who are unable to attend full-time mainstream schooling and to students who are unable to access the VCE Study of their choice in their home school.

As our name suggests, we teach the Victorian curriculum using virtual and blended learning. We describe virtual learning as gaining knowledge or skills through study, experience, collaboration and teaching through information and communication technologies. Our online learning environment, VSV Online, allows for flexible, engaging and self-paced learning. This is complemented with a mix of live online classes and face-to-face learning opportunities.

The new Morwell Blended Learning Hub is the next step in enhancing virtual learning for students in the local area. In addition to online lessons and our rigorously tested self-paced courses, students will also come together for a day of immersive learning at the Morwell Campus of TAFE Gippsland every three weeks.

This exciting initiative is the first of its kind in Victoria. It will create better pathways for eligible students by giving them greater VCE subject choices, with VCE Specialist Maths, VCE Physics and VCE Politics offered at VSV Morwell Hub.

Students will benefit from small classes with a specialised teacher. They will also grow from the opportunity to meet and be inspired by other students with similar interests. The campus will provide state-of-the-art learning facilities, including labs, where students can engage in meaningful hands-on activities.

The teachers at Virtual School Victoria are experts in their field as well as in virtual learning.

Virtual School Victoria's learning programs are rigorously developed using best practice virtual learning techniques and user-experience testing.

Whatever your reason for considering an enrolment with us, I encourage you to read the information in this handbook, as well as the subject information available on our website.

Kind regards,

Fiona Webster
Principal





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About Us

For students enrolling in the Morwell Blended Learning Hub

What is VSV?

Virtual School Victoria (VSV) is the state's leading virtual school. We foster a safe, engaging and inclusive learning environment by combining learning technologies with innovative and adaptive teaching practices. Our teachers are trained and experienced in best-practice online learning techniques, providing students with opportunities for regular interaction and individualised support. We are focused on challenging students to pursue excellence and achieve their individual learning goals.

We are a system leader in online, virtual and blended learning, constantly evolving our practice based on the latest research. We are dedicated to do all that we can in order to build the confidence and resilience of every student.

What is the Morwell Blended Learning Hub (VSV Morwell Hub)?

Commencing in 2024, a new Blended Learning Hub will be opening in Morwell, for students to access select VCE subjects that are not offered at their secondary school.

VSV Morwell Hub will be located at the Morwell campus of TAFE Gippsland, and will be co-located with the Gippsland Tech School, which is utilised by a number of secondary schools in the Gippsland area.

VSV Morwell Hub will be set up as a campus of Virtual School Victoria. It will offer a blend of face-to-face and online learning, with students regularly coming together in Morwell to learn with peers from other schools across the region.

What subjects will be offered at VSV Morwell Hub?

VSV Morwell Hub will offer the following three VCE subjects:

- VCE Specialist Maths (Units 1-4)
- VCE Physics (Units 1-4)
- VCE Politics (comprising Politics Units 1&2, Australian Politics Units 3&4, and Global Politics Units 3&4).

What is a Blended Learning approach?

VSV Morwell Hub will offer a blend of both face-to-face learning onsite in Morwell, as well as online learning.

Students will attend the VSV Morwell Hub onsite for a full day once every three weeks, with classes run from 10am to 2pm, to allow for travel time. The remainder of classes will be delivered online, either with teachers and students interacting in 'real time' or with students completing work independently in their own time.

Students living on the VLine train line will travel to Morwell by train, with a shuttle bus available to transport them from Morwell station to VSV Morwell Hub. Buses will be arranged to transport students in Southern Gippsland to and from the VSV Morwell Hub.

Enrolment Process

What is the Enrolment process?

Students from government secondary schools in Inner Gippsland and a limited number of Outer Gippsland schools (Sale, Maffra and Yarram) will be able to enrol in the subjects offered at VSV Morwell Hub, where these subjects are not available at their school. Subject to capacity, students from the local area who attend non-government schools or are directly enrolled with VSV may also be able to enrol at VSV Morwell Hub.

Enrolment information will be available from eligible schools, as well as in this handbook and on the Virtual School Victoria website, here: <https://www.vsv.vic.edu.au/regions/morwellhub>

Students and their families can get further information on VSV Morwell Hub from the career practitioner or VCE Coordinator at their school or by emailing morwellenrolments@vsv.vic.edu.au

How to send an application

The application on pages 15-25 needs to be sent to the VSV Enrolment Team. There are a number of ways this can be done:

Post

Post the completed application to:

Enrolment Office
Virtual School Victoria
315 Clarendon Street,
Thornbury, VIC 3071

Email:

Email the completed application to:

morwellenrolments@vsv.vic.edu.au

Please note: email attachments must be less than 10MB per email.

You will know your email application has successfully reached the Enrolment Team if you receive an automated reply.

Fax:

Fax the completed application to:

(03) 9416 8487

Eligibility Requirements

1. Enrolment at a local school or VSV students in the local area

Enrolment at Morwell Blended Learning Hub, is subject to Department of Education guidelines and is only available to students who are:

- a Victorian resident
- currently enrolled at a mainstream Victorian school or at VSV
- able to attend in-person learning at the Morwell Blended Learning Hub
- undertaking Senior Secondary studies in at least one of the VCE subjects offered at the Morwell Blended Learning Hub.

Students who are aged 17 years or older are not eligible to enrol for the following year unless an exception or exemption applies. An exception is where a student automatically meets certain age eligibility requirements. An exemption is where there is no automatic eligibility to enrol, and permission needs to be granted by the Minister (or their delegate). The need for an exemption will depend on the student's age, proposed course of study and educational history. To find out if a student is eligible for an exception or requires an exemption, see: **Enrolment: School age requirements and age exemptions.**

Where there are more applicants than places available in a particular subject, enrolments at the Morwell Blended Learning Hub will be prioritised in the following order:

1. Students from one of the specified Victorian government schools.
2. Students directly enrolled in VSV.
3. Students from any other Victorian school (government or non-government).

The specified Victorian government schools are:

Bass Coast Secondary
 Drouin Secondary College
 Foster Secondary College
 Korumburra Secondary College
 Kurnai College
 Leongatha Secondary College
 Lowanna College
 Maffra Secondary College
 Mirboo North Secondary College
 Neerim District Secondary College

Sale College
 Trafalgar High School
 Traralgon College
 Warragul Regional College
 Yarram Secondary College.

2. Principal's approval

The Principal of the student's home school must approve an application to study at VSV.

3. Nominated School Supervisor

It is a requirement for a member of staff at the student's home school to be nominated as their School Supervisor. The School Supervisor has a range of important responsibilities, outlined in detail on page 25.

4. Maximum subject enrolments

Year 7-10 school-based students can study a maximum of one subject with VSV each semester. Year 11 and 12 students can apply for all subjects on offer under the guidance of their school. Applications will be considered on a case-by-case basis.

What will happen once an application is submitted?

Step 1 – Reviewing and confirming your enrolment

Once an enrolment application has been submitted, it will be reviewed by our Enrolment Officers in order to ensure that the application form has been completed in full, and that both the Student Enrolment Agreement and School Principal Endorsement have been included. We will also ensure we have the staffing capacity to offer the subjects selected.

Step 2 – Providing online access

Once the student's details are entered onto our system, it takes another 48 hours for an enrolment confirmation to be emailed. This will be sent out to all email addresses indicated on the application. This will include the student's login details to access VSV Online.

Enrolment Dates

When can students start?

VSV Morwell Hub operates on the same term dates as all other Victorian Government Schools.

The dates for 2024 are:

Term 1: 30 January to 28 March

Term 2: 15 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December

The school year has two semesters. For 11-12 studies, Semester 1 commences on Tuesday 30 January. Semester 2 commences on Tuesday 11 June, three weeks before the end of Term 2.

Semester 1 intake:

Enrolments are open from Monday 9 October 2023 (Week 2, Term 4) until Friday 1 December 2023 (Week 9, Term 4). Late enrolments will not be accepted after Friday 2 February 2024 (Week 1, Term 1).

Please note, any student intending to start the school year at VSV Morwell Hub should submit their enrolment application by 1 December to enable them to commence at the start of Term 1.

Semester 2 intake

Enrolments are open from Monday 15 April 2024 (Week 2, Term 4) until Friday 10th May 2024 (Week 4, Term 2).



Nominated School Supervisor Requirements

School Supervisors have five main responsibilities as outlined below:

Enabling access

School Supervisors must ensure students have access to adequate means of communication with their VSV teachers during designated times at school. This will include access to a phone and email, and may include access to other technology such as webcams, microphones and video-conferencing equipment. Supervisors should ensure that students can access VSV Online (learning management system), and that they and their parents/carers know how to access and download student reports, which will be available online only.

Distributing resources

School Supervisors must ensure students are able to access their online learning materials.

Any supplementary printed materials posted to the school must be promptly passed on to each student. Any completed assessments must be promptly sent back to VSV Morwell Hub.

Administering assessments

School Supervisors must administer assessment tasks in a fair and consistent manner in accordance with the assessment rules set out by the VSV teacher. The supervisor is required to keep an electronic copy of all completed assessments. Supervisors must also liaise with their school's Exam Coordinator to confirm the time, location and any special conditions under which exams are to be held. Supervisors need to ensure students are aware of the details and requirements of their exams.

Liaising with VSV teachers

School Supervisors must liaise with VSV teachers and keep them up to date regarding any situations that might impact upon a student's ability to engage with their studies. If a student has been absent from their home school for an extended period of time, if their contact details (or that of the school) have changed, or if special provision arrangements are required for assessment tasks, the supervisor has to inform the Schools Liaison Coordinator at VSV. School Supervisors should regularly check VSV Connect to keep up to date on their students' progress.

Encouragement and support

School Supervisors should encourage and support students to complete and submit their completed work to VSV regularly, according to their prescribed submission timetable.

VSV study time needs to be integrated within their weekly school timetable. Supervisors should support students to make regular personal contact with their VSV teacher, and connect them with available local sources of assistance where possible.

Technology Requirements

All students enrolling at VSV Morwell Hub require regular and reliable access to a computer/laptop and the internet. Students will need to log in to VSV Online (the school's learning management system) to communicate and submit work online regularly. They are expected to participate in multiple areas of the online courses, including online classes, forums and interactive activities. All student reports are only available online.

To have the best experience with Virtual School Victoria, students should have a device that is able to join live classes with a camera and a microphone. It is also recommended that students have a device with a physical keyboard to easily take notes and respond to communication.

Students attending onsite are expected to bring this device to class

Most desktops or laptops are compatible with VSV Online and our online classrooms. **Please note that a smartphone, tablet or Chromebook is not sufficient to meet the needs of the study.** For a full list of minimum technical specifications, please see www.vsv.vic.edu.au/enrolment/technical-requirements-specifications/

Students will need access to YouTube. YouTube videos form an essential part of the learning materials for many subjects. Access will need to be arranged at the home school and may require adjustment of internet permissions. For further information about the technological requirements for individual subjects, please see www.vsv.vic.edu.au/subjects

VSV Connect

VSV Connect is a special area on our website where parents, carers and School Supervisors can view information about a student's progress at VSV. Once you have registered and logged in, you will be able to find details about:

- subjects the student is completing
- information about the work the student has submitted and the feedback they received
- teachers' contact details
- individual student reports
- helpful resources for parents and carers.

To access VSV Connect, parents, carers and School Supervisors need to provide a valid email address in the 'Primary Carer Information' and 'Home School Supervisor Information' sections of the enrolment application form.

Will Resources need to be purchased?

Some of our subjects recommend resources to be purchased. These are listed on the subject information pages, and our Resource List for 2024 available at www.vsv.vic.edu.au/enrolment/book-resource-lists/

Exam Information

For Units 3 and 4 Studies Only

The student's home school is responsible for all VCAA examination arrangements, including subjects taught by VSV.

The VCAA end-of-year examinations are subject-specific exams for students studying Unit 3 and 4 subjects.

All students studying a Unit 3 and 4 subject are expected to sit the VCAA General Achievement Test (GAT).

Home schools are responsible for applying directly to the VCAA for any Special Exam Arrangements. School Supervisors should inform the student's VSV Morwell Hub teacher of any approved arrangements that are in place. Refer to the VCAA website for 2024 exam dates www.vcaa.vic.edu.au

VCE Assessment Information

It is the home school's responsibility to register students for VCE assessment. Schools are responsible for ensuring that their VASS administrators accurately record those Units studied at VSV Morwell Hub.

Non-scored VCE

Students can complete their VCE without receiving an ATAR. They are required to demonstrate an understanding of each outcome and unit for satisfactory completion, however no achievement score is reported. Students will receive a satisfactory (S) or a non-satisfactory (N) for a unit. The minimum requirements of the VCE still apply. Students who are enrolled in a non-scored VCE will need to have their School Supervisor confirm this in writing to their VSV Morwell Hub Teacher. Students can choose this program for a range of reasons, but it is important to consider the implications this may have on your pathway options.

Learning in a Virtual World

Digital Learning at Virtual School Victoria

VSV uses online services to support a high quality and innovative online learning environment. Learning in a Virtual World: Digital Learning at Virtual School Victoria is our plain language policy statement about student participation, privacy compliance, and copyright components of digital and online learning at our school. The policy statement can be accessed at: www.vsv.vic.edu.au/our-school/virtual-school-victoria-policies/

Online Acceptable Use Agreement

This agreement applies to all students undertaking study at VSV. It is a condition of enrolment that the Student Enrolment Agreement on **page 24** is signed. Please note that Virtual School Victoria may monitor and keep records of your activity on our platforms.

When engaging in school work, either at VSV Morwell Hub or at home, I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner; never participating in online bullying (e.g. harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding personal details or images without consent
- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear, seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- respecting copyright and intellectual property laws and requesting permission to use images, text, audio and video and citing references where necessary
- using social networking sites for education purposes as directed by the school
- not downloading unauthorised programs, including games, while using the school's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer or school staff member
- not revealing my password to anyone, including teachers or administrators at the school
- not deliberately entering or remaining in any site that has obscene language or offensive content.

In addition, when I use my personal mobile devices (including my phone), while engaging with my school work, I agree to be a safe, responsible and ethical user at all times by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces
- Ensuring that all school work submitted for assessment is my own, and that any use of services that provide additional support such as AI resources are acknowledged at the point of submission.

Privacy Information for Parents and Carers

During the ordinary course of your child's attendance at VSV Morwell Hub, school staff will collect your child's personal and health information when necessary, to educate your child and/or to support your child's social and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

For example, health information may be collected through the school's social worker, psychologist or Student Wellbeing & Inclusion Coordinators. If your child is referred to a specific health service at school, such as a Student Wellbeing & Inclusion Coordinator, or Department of Education Health Wellbeing or Inclusion workforce member, the required consent will be obtained.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know, enabling the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian Government School, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy, including about how to access personal and health information held by the school about you or your child, see the Department of Education's information privacy policy at: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

The term, 'staff' refers to principals, teachers, Learning Advisors, Student Wellbeing & Inclusion Coordinators, social workers and any other allied health practitioners, as well as all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

Who to contact

If there are questions or concerns about the enrolment process, please contact the VSV Enrolment Office. For subject selection advice, please talk to your relevant coordinator at your home school.

Phone: (03) 8480 0000

Free call: 1800 133 511

Email: morwellenrolments@vsv.vic.edu.au

2024 VCE Subjects Offered

Before selecting your subjects, make sure you read through the Subject Information pages at www.vsv.vic.edu.au/subjects, under the Morwell Hub heading.

Once you are ready, tick the unit(s) you wish to undertake each semester on the table below and write the total number of units you have selected for each semester.

Submit this subject selection form with your application.

Time commitment: Most VCE studies require students to undertake at least four or five hours of classes per week per study. This may be scheduled as one session or spread over two or more sessions per week. To support your learning in class, you will be expected to spend an equivalent amount of time on study outside of class. Students should speak to the relevant Student Coordinator at their home school if they have further questions.

Subject (tick your selection)	Unit 1		Unit 2		Unit 3		Unit 4	
	Code	Sem 1	Code	Sem 2	Code	Sem 1	Code	Sem 2
Politics – Morwell Hub	3513PS041M	<input type="checkbox"/>	3713PS042M	<input type="checkbox"/>				
Australian Politics – Morwell Hub					3613PS033M	<input type="checkbox"/>	3813PS034M	<input type="checkbox"/>
Global Politics – Morwell Hub					3614PS053M	<input type="checkbox"/>	3814PS054M	<input type="checkbox"/>
Physics – Morwell Hub	3554PH011M	<input type="checkbox"/>	3754PH022M	<input type="checkbox"/>	3654PH033M	<input type="checkbox"/>	854PH034	<input type="checkbox"/>
Specialist Mathematics – Morwell Hub ^{#^}	3547MA091M	<input type="checkbox"/>	3747MA092M	<input type="checkbox"/>	3647MA093M	<input type="checkbox"/>	3847MA094M	<input type="checkbox"/>

[#]VSV recommends you satisfactorily complete Unit 1 before attempting Unit 2 of this subject.

[^]VSV recommends you satisfactorily complete Units 1 & 2 before attempting Units 3 & 4 of this subject

Total number of Units in Semester 1		Total number of Units in Semester 2	
-------------------------------------	--	-------------------------------------	--

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For students currently enrolled at a mainstream school

Year 10 students can apply for a maximum of ONE subject/unit per semester. Year 11 and 12 students may be able to apply for all subjects on offer, under the guidance of their school. For more information, contact VSV.

The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of students. All schools across Australia are expected to collect the same information and a requirement of the Commonwealth Government to meet data collection, funding and reporting requirements under the Australian Education Regulations 2013.

Home School Information

Name of School:																														
No. & Street/PO Box Details:																														
Suburb/Town:											State:			Postcode:																
Phone Number:							DET Registered School Number:																							

Student Information

Year Level in 2024:			Have you enrolled with VSV before?	<input type="checkbox"/> N <input type="checkbox"/> Y		Previous VSV No:																									
Your VSN: (if known)							Your VCAA No: (if known)																								
Family Name:																															
First Name:											Second Name:																				
Preferred Name:																															
Please note, preferred first name will be used for reporting and in all internal school documentation																															
Date of birth: (dd-mm-yyyy)			/			/			Birth Sex:	<input type="checkbox"/> Female <input type="checkbox"/> Male		Self-described gender:																			
											Preferred pronoun:																				
Student Contact Email:																															
Students MUST supply a unique email address. This needs to be different from their Parent/Carer/Sibling in order to have access to VSV Online and VSV Connect.																															
Student Mobile No:							Home Phone No:																								
Student Postal Address: (No. & St/PO Box Details)																															
Suburb/Town:											State:			Postcode:																	

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Student Enrolment Information

Home Address in Australia (Write 'as above' if same as Postal Address)

Home Address:
(No. & Street Address)

Suburb/Town:
State: Postcode:

Student Living Arrangements

What are the student's living arrangements?

- | | |
|---|---|
| <input type="checkbox"/> Student lives with parents/carers together at the same residence | <input type="checkbox"/> Student lives with one parent/carer only |
| <input type="checkbox"/> Student lives with each parent/carer at different times | <input type="checkbox"/> State Arranged Out of Home Care* |
| <input type="checkbox"/> Student is independent | <input type="checkbox"/> Informal care arrangement# |
| <input type="checkbox"/> Homeless Youth | |

If the student has a Case Manager, please provide their contact details below:

*Students who live in court ordered alternative care arrangements away from their parents. These court ordered care arrangements include living with relatives or friends (kinship care), living with non-relative families (foster care or adolescent community placements), and living in residential care units.

#If the student is living in an informal care arrangement, please contact the school for a Informal Carer's Statutory Declaration, which must be completed.

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care and permanent care.

Does the student have any siblings at this school (VSV)? Yes No (move to next section)

Name	Current Year Level	Reside at same residential address as the student
1. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
2. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
3. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
4. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes

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Student Enrolment Information

Student Demographics

Does the student speak English? Yes No

Does the student speak a language other than English at home?

No, English only Yes (please specify the main language spoken at home) _____

Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal
 Yes, Torres Strait Islander Yes, Aboriginal & Torres Strait Islander

Is the student a young carer (providing support/care for other family member/s)?* Yes No

*A young carer is a young person under 25 years of age who provides, or intends to provide care, assistance or support to a family member with mental illness, physical illness, disability, chronic illness, or who is aged or has an addiction

Student Residency Status

In which country was the student born? Australia Other: (please specify) _____

If born overseas, on what date did the student arrive in Australia? (dd-mm-yyyy) / /

What is the student's residency status?*

Australian citizen – holds Australian Passport Permanent Resident (provide visa details below)
 Australian citizen – eligible for Australian Passport Temporary Resident (provide visa details below)
 New Zealand citizen

Visa Sub Class: _____ Visa Expiry Date: (dd/mm/yyyy) / /

Visa Statistical Code: (Required for some sub-classes)

*Note: An Australian birth certificate does not guarantee Australian residency or citizenship. Further information is available at www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship

Does the student hold a Bridging Visa? Yes (provide further detail below) No

If Yes, what was the student's previous visa? _____

If Yes, what visa has the student applied for? _____

Is the student an international student? Yes No

International Student ID*:

*Note: If you are unsure of your International Student ID, please contact the International Education Division via phone (03 9084 8497) or via email (international@education.vic.gov.au)

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Student Enrolment Information

Students with Additional Learning and Support Needs

The Department of Education recognises that adjustments may be required for students with additional needs, including students with disability, so that they can participate at school. School personnel and parents or carers work together to identify the adjustments that may be needed to meet the student’s learning and support needs.

Does the student have additional needs and require support for learning? Yes No (move to the next section)

Please indicate any adjustments that may assist the student to participate at school:

Has the student had a disability assessment before? No Yes (specify outcome): _____

Has the student received individualised disability funding before? No Yes (specify outcome): _____

Has any previous education provider prepared a documented plan to support the students additional learning needs? No Yes (specify outcome): _____

Does the student have additional needs in one of the following areas?

Hearing: No Yes (please specify): _____

Vision: No Yes (please specify): _____

Speech/Language: No Yes (please specify): _____

Physical: No Yes (please specify): _____

Cognitive/Learning: No Yes (please specify): _____

Social/Emotional: No Yes (please specify): _____

Has the student been diagnosed with ASD/Asperger's Syndrome? No Yes

Does the student have a diagnosed mental health condition? No Yes (please specify): _____

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Parent/Carer Details

Parental Occupation Group Codes

Choose the code that best reflects your current situation.

Group A: Senior management in large business organisation, government administration and defence, and qualified professionals.

Group B: Other business managers, arts/media/sportspersons and associate professionals.

Group C: Tradesmen/women, skilled office, sales and service staff.

Group D: Machine operators, hospitality staff, assistants, labourers and related workers.

Group N: If the person has not been in paid work in the last 12 months.

If required, you may request a separate form for additional parents/carers from the school

Correspondence Details

Send correspondence addressed to: (select one) Parent/Carer 1 Parent/Carer 2 Both Adults Neither

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Student Medical Details

The Department of Education and Victorian Government Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students. If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/ carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

Asthma

Does the student have asthma? Yes No (move to the next section)

Has a current Asthma Management Plan been provided to School?
If No, please provide an Asthma Management Plan to the School Yes No

Does the student take medication? Yes No Name of medication taken: _____

Is the medication taken regularly by the student (preventive) or only in response to symptoms? Preventative Response

Indicate the usual dosage of medication taken: _____ Indicate how frequently the medication is taken: _____

Medication is usually administered by: Student Adult Other: _____

Medication is to be stored: with Student with Staff Other: _____

Dosage time: _____ Reminder required? Yes No

Medical Conditions

Does the student have an allergy?
If yes, please provide the schools with an ASCIA Action Plan for Allergies. Yes No

Is the student at risk of anaphylaxis?
If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis. Yes No

Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? Yes No
If Yes, please ask the school for the appropriate medical advice form, to be completed by the treating medical practitioner and returned to school.

If Yes to any of the above, please specify: _____

Symptoms: _____

If the student displays any of the symptoms above, please:

Inform emergency contact Yes No Administer medication Yes No

Other medical action Yes No If Yes, please specify: _____

Medication

Does the student take medication? Yes No

Is the medication required during school hours? If Yes, please ask the school for a Medication Authority Form, to be completed by the treating medical practitioner and returned to school. Yes No

Name of medications taken: _____

Morwell Blended Learning Hub

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Student Safety, Access, And Special Circumstances

Student Risk

The Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This form gives you the opportunity to provide information that will help the student's transition to school. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history not already provided) which might pose a risk of any type to this student, other students, or staff at this school?

Yes No (move to the next section)

If Yes, please provide further detail:

Is the student currently involved with Youth Justice (in custody, remand or sentence, or in community)?

Yes No

If Yes (please specify):

Court Orders and Other Care Arrangements (previously referred to as an Access Alert)

Is there an intervention order, parenting order or any other court order impacting the student?

Yes No (move to the next section)

If Yes, then complete the following questions and present a current copy of the document to the school.

Court Order or other access document type:

Family Law Order / Parenting Order

Parenting Plan / Agreement

Intervention Order

Child Protection Order

DFFH Authorisation

Other

Please provide further details of the Court Order or other access documents, and any other safety concerns:

End Date (if applicable): (dd-mm-yyyy)

Activity Restrictions and Considerations

Are there any activities (either organised by the school and/or third parties) that the student cannot participate in?

Yes No (move to the next section)

If Yes, please provide further detail (This field relates to things such as excursions, camps or onsite attendance):

*Failure to supply a copy of any court order with this application will result in a delay in the processing of this enrolment.

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Student Rights and Responsibilities

Student Rights	Student Responsibilities
<p>All VSV students have the right to:</p> <ul style="list-style-type: none"> engage in regular communication with teaching staff and receive meaningful and timely feedback access learning resources in order to maximise their full potential be respected, valued and have opportunities to learn from the differences of others work independently and as a group member, where appropriate feel safe and welcomed in online learning environments. 	<p>All VSV students are responsible for:</p> <ul style="list-style-type: none"> striving to work to the best of their ability at all times regularly participating by submitting work according to the prescribed or negotiated submission timetable taking responsibility for their own learning by obtaining all required learning materials, setting achievable goals and establishing a weekly routine or timetable maintaining contact with their teachers by utilising all available communication options where possible, attending and participating in seminars, excursions, and online and collaborative activities using digital technology in accordance with the VSV Online Acceptable Use Agreement understanding that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptable behaving in a way that contributes to a safe and inclusive school environment maintaining a healthy balance between study and other aspects of life uphold the VSV Values of Respect, Empathy, Collaboration and Growth.

Student Enrolment Agreement (all students must complete this section)

- I agree to abide by the VSV Online Acceptable Use Agreement outlined on **page 11** of the Morwell Blended Learning Hub Enrolment Handbook.
- I accept and agree to the student rights and responsibilities outlined above.
- I will submit my work regularly, according to the submission schedules for each subject and will contact VSV if situations arise which prevent this.
- I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not submit work according to their submission schedule. This may result in my enrolment being reviewed and/or cancelled.
- I declare that the information provided on this application is, to the best of my knowledge, true and accurate.

Student's Signature: _____ Date: _____

Placement Appeals

Virtual School Victoria has a proactive and supportive approach to the enrolment of students. In the first instance, parents or carers should lodge a written appeal with the school when the student has been unsuccessful in gaining a placement. All appeals will be considered on an individual case by case basis. If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant regional director. Appeals to the regional director are considered using Virtual School Victoria's enrolment policy, eligibility guidelines and enrolment timelines (including closing dates). Regional office contact details and locations are on the Department of Education website. <https://www.vic.gov.au/office-locations-department-education>

Morwell Blended Learning Hub Enrolment Application 2024



School Principal Endorsement of this Application

Signature of the Home School Principal is required on all enrolments.

All Principals are asked to agree to the following:

- The student listed on this application is currently enrolled at my Victorian school.
- I am aware of my responsibility in nominating a supervisor from my school who will be responsible for supporting my students in their studies at VSV Morwell Hub, as outlined on **page 7** of Morwell Blended Learning Hub Enrolment Handbook.
- I will alert VSV if the student has a specific learning difficulty or disability and provide guidance on any adjustments that are required as part of their IEP.
- I am aware VSV does not receive student disability funding.
- I am aware that the Department of Education provides funding to the home school to support their students studying with VSV Morwell Hub.
- I will ensure that my VASS administrator enters VSV as the assessing school for VCAA registration where applicable.
- I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not submit work in accordance with their submission schedule, potentially resulting in the review and/or cancellation of this enrolment.
- I acknowledge that Virtual School Victoria is a Victorian State Government school that meets the minimum standards for school registration, including compliance with the Child Safe Standards.

By signing in the place provided below:

- I acknowledge that I have read the VSV Terms and Conditions located at www.vsv.vic.edu.au/terms on which VSV offers to accept the student’s application for enrolment and provide online learning to the student.
- I agree to comply with the VSV Terms and Conditions and take all reasonable steps to ensure my school will act consistently with the duty of care owed to the student listed on this application.

School Principal's Signature: _____

Date: _____

Home School Supervisor Information

Title: Supervisor's Family Name:

Supervisor's First Name:

Supervisor's School Phone Number:

Email Address:

Required in order to register for access to VSV Connect.

Supervisor's Position:



Policy Review, Approval and Communication

Virtual School Victoria's enrolment policy, eligibility criteria and enrolment timelines (including closing dates) are determined by the Department of Education.

The Morwell Blended Learning Hub Enrolment Handbook is revised annually, approved by the VSV Principal and published to the school community at the beginning of Term 4, to coincide with the opening of enrolments for the following school year.

Virtual School Victoria's enrolment policy, eligibility criteria and enrolment timelines are communicated to the school community in the following ways:

- Supervisors and Principals are directly emailed instructions of where to find enrolment information and how to enrol students.
- The Morwell Blended Learning Hub Enrolment Handbook is made available in hard copy from school administration upon request by contacting our Enrolments Department.
- Links to Enrolment Information are included in various enrolment promotional articles in the school newsletter and on social media.
- Supervisors and Principals are directly emailed instructions of where to find enrolment information and how to enrol students.

**VSV
MORWELL
HUB**

**V VIRTUAL
SCHOOL VICTORIA**

Virtual School Victoria

e. feedback@vsv.vic.edu.au

p. +61 3 8480 0000 toll free. 1800 133 511

315 Clarendon Street, Thornbury, VIC 3071

i. [@vschoolvic](https://www.vsv.vic.edu.au) www.vsv.vic.edu.au