



## Application/Agreement form for studying with an External Provider

### HSC ITALIAN BEGINNERS (2 Units)

Complete ALL sections. **This is an ONLINE form. DO NOT SEND as a hard copy. Email to [learning@cnansw.org.au](mailto:learning@cnansw.org.au).**

#### Office use only

Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

#### General information

Please email this completed application/agreement form to the school at [learning@cnansw.org.au](mailto:learning@cnansw.org.au). Lessons for the HSC Italian Beginners course take place on Saturdays. Marco Polo - The Italian School of Sydney issues progress reports for the benefit of students, parents and future employers. If you require this information to be sent to an address other than the one indicated below, please indicate the alternative address in your personal statement.

**Applications close in Week 5, Term 4 of every year.** Late applications will be considered if places remain in the courses. For more information about the HSC Italian Beginners course being run at Marco Polo - The Italian School of Sydney visit the website [www.cnansw.org.au/marcopolo](http://www.cnansw.org.au/marcopolo). **Please note that this is a fee-paying course.**

#### Contact information

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_ Student Mobile: \_\_\_\_\_

Student Email: \_\_\_\_\_

Current School: \_\_\_\_\_ NESA Number: \_\_\_\_\_

In the year for which enrolment is sought, I am in Year: \_\_\_\_\_

#### Weekday school approval

**School Principal or Deputy approval?**  **YES**  **NO**

**School Principal or Deputy name:** \_\_\_\_\_

**School Principal or Deputy sign:** \_\_\_\_\_

School contact: \_\_\_\_\_ Position: \_\_\_\_\_

School phone: \_\_\_\_\_ Emergency number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note:** Students must be approved by their weekday school before submitting their application to Marco Polo - The Italian School of Sydney. **The student's weekday school is responsible for submitting this form.**

## External Provider Agreement

**Single course provision for HSC Italian Beginners will be considered only when the home school Principal certifies that the Department's common requirements for single course provision are met.**

- Students are capable of working independently.
- In providing single course access, the relationship is strictly between the home school and Marco Polo - The Italian School of Sydney. This means that any parent/carer concerns are to be raised at the student's home school which then has a responsibility to communicate with Marco Polo - The Italian School of Sydney.
- A member of the teaching staff at the home school has been nominated to supervise the study arrangements of single course students, including assignments, formal examinations and assessment tasks.
- Where possible the supervisor should be the Curriculum Coordinator or a teacher.
- Students will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students.
- Procedures will be in place to ensure that students will regularly attempt and complete all tasks including assignments, formal examinations and assessments.
- Students will send and receive emails from the Marco Polo - The Italian School of Sydney.
- Examinations and assessment tasks will be worked on the date(s) and at the time(s) specified and will be submitted by the due date.
- Written notification will be made to Marco Polo - The Italian School of Sydney in the event of a change of supervisor.
- The home school will notify Marco Polo - The Italian School of Sydney of any special needs, special circumstances, disability provisions or learning adjustments made for this student.
- It is the home school's responsibility to apply for NESA Disability Provisions if required, and the student's supervisor will communicate any approved NESA Disability Provisions directly to Marco Polo - The Italian School of Sydney. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.
- As a condition of continued enrolment, all students enrolled at Marco Polo - The Italian School of Sydney must meet standards of engagement and participation set to satisfy the compulsory attendance requirements of the *Education Act 1990*. When students are not meeting their engagement and participation obligations, a review can be undertaken at any time.

**School Principal name:** \_\_\_\_\_

**School Principal sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal confirmation (this box needs to be ticked or the application will not be processed)**

**I confirm that I have signed above. A copy will be kept on file at the student's home school.**

**YES**

## Weekday school declaration

The student's weekday school is responsible for ensuring that NESA rules have been complied with respect to the approval for a student to study additional course(s) with an external provider. For the purpose of the provision of this course, the weekday school declares that:

- HSC Italian Beginners will not be taught at the weekday school in the year group and course requested.**
- The weekday school accepts responsibility for entering the student with NESA as a candidate for the 100 hours or 200 hours course, Preliminary or Higher School Certificates course, using the online entry codes for the school where the student is enrolled.**
- The weekday school will notify Marco Polo - The Italian School of Sydney of any student history or any arising circumstances known to them which may pose a risk of any type to the student, other students, or staff at the school, including any medical conditions, behavioural conditions, history of violence, or wellbeing concerns.**
- The weekday school will provide a Curriculum Coordinator who will:**
  - **be contactable during the week via email**
  - **respond to enquiries and provide advice regarding the student**
  - **regularly follow up students' progress with the external provider**
  - **follow up any concerns raised by the external provider**

**The weekday school guarantees that, to the best of their knowledge, the information contained in this application is accurate, and any changes will be communicated to Marco Polo - The Italian School of Sydney.**

**I understand and accept the declaration and conditions of enrolment.**

**Curriculum Coordinator name:** \_\_\_\_\_ **Curriculum Coordinator sign:** \_\_\_\_\_

**School Principal or Deputy name:** \_\_\_\_\_ **School Principal or Deputy sign:** \_\_\_\_\_

### Checklist for submitting this enrolment form

#### Attention: Curriculum Coordinator

The Curriculum Coordinator at the student's weekday school is responsible for ensuring that the following has been completed.

- ALL sections of this form have been completed correctly and legibly, including signatures.**
- The student has supplied correct details for at least one emergency contact.**
- Residential status documents (including Passport and Visa and/or ImmiCard) for permanent/ temporary residents have been attached.**
- Coloured copies of student plans have been attached, where necessary.**
- The school principal or deputy and the Curriculum Coordinator have read and signed the weekday school approval and declaration.**

Please note that enrolment forms that are incomplete, illegible, or incorrectly completed will be returned to the weekday school. In these cases, the student's enrolment will not progress until an amended form has been received by Marco Polo - The Italian School of Sydney.

### Parent / guardian / caregiver details

**Parent/Carer 1 Primary Contact** (is always contacted first)  Resides with student

The primary contact will receive the following communications: **Emails / Academic Reports / Attendance**

**Contact name:** \_\_\_\_\_ **Relationship to student:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Address** (if different): \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Alternative Contact** (if applicable):  Resides with student

Indicate which communications they will receive:  Emails  Academic Reports  Attendance

**Contact name:** \_\_\_\_\_ **Relationship to student:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Address** (if different): \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Student Personal statement

Complete the personal statement indicating why you want to study HSC Italian Beginners at Marco Polo - The Italian School of Sydney. This is used to gauge commitment to the course.

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## Student declaration

### Conditions of enrolment

- The student must attend classes **on time each Saturday**, complete all homework tasks and actively engage in the course to meet NESA requirements.
- The student must complete relevant assessment tasks in line with NESA requirements and the assessment policies of Marco Polo - The Italian School of Sydney.  
The student may be required to purchase learning materials, such as a dictionary.
- The student may be required to use online learning technology to engage in their language study.
- The student and parent/carer's emails will be used by Marco Polo - The Italian School of Sydney to send information or work that is directly related to the school and the student's language studies.
- Parents/carers must follow *The School Community Charter* which can be found on the school's website.

### I understand and accept the above conditions of enrolment.

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_ Signature: \_\_\_\_\_

After signing and completing all above sections of this form, please hand the application to the student's weekday school, along with any supporting documentation. The weekday school is responsible for completing the remaining information and submitting the form to Marco Polo - The Italian School of Sydney.

## Medical details and student support

### Allergies and anaphylaxis (including insect stings, drugs, latex, food or other)

Student has an allergy: Yes  No

If yes, please specify: \_\_\_\_\_

Is this a severe allergy (anaphylaxis): Yes  No

Student has been prescribed an EpiPen: Yes  No

Student has an ASCIA Action Plan: Yes  No  **If yes, please attach a copy.**

### Asthma

Student has asthma: Yes  No

Student carries an inhaler: Yes  No

Student has an ASTHMA Action Plan: Yes  No  **If yes, please attach a copy.**

### Medical conditions other than allergies, anaphylaxis and asthma

Please tick if the student has any of the following:

Autism  Physical disability  Vision/hearing impairment  Diabetes  Epilepsy

Behaviour disorder  Difficulties in learning  Acquired brain injury  Mental health disorder

Other (please specify)  \_\_\_\_\_

If required, please provide further details of the student's medical condition:

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### **Behaviour and risk assessment**

Is there anything in the student's history or circumstances (including medical history not listed above) which might pose a risk of any type to this student, other students, or staff at this school?

Yes  No  **If yes, please provide details.**

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### **Student support plans**

Please indicate whether the student has any of the following in place at their school:

Learning Support Plan: Yes  No

Behaviour Support Plan: Yes  No

Individual Health Care Plan: Yes  No

Disability provisions: Yes  No

If yes to any of the above, please attach a copy of their plan to this application. Applications will NOT be accepted without relevant plans attached.

### **Special circumstances**

If there are any special circumstances about the student that Marco Polo - The Italian School of Sydney should be made aware of, please provide details:

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### **Residency status**

Residency status: Australian citizen  Permanent resident  Temporary visa holder

#### **If the student is a permanent or temporary visa holder, please provide the following information:**

Current visa sub-class: \_\_\_\_\_ Visa expiry date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Fee-paying international student: Yes  No  Aboriginal or Torres Strait Islander: Yes  No

#### **If the student was born overseas, please provide the following information:**

Country of birth: \_\_\_\_\_ Year arrived in Australia: \_\_\_\_\_

Attach documents: Passport  Visa  ImmiCard

**Application will NOT be accepted for permanent residents or temporary visa holders without at least TWO of the above documents attached.**

## Permission to publish

Marco Polo - The Italian School of Sydney would like to publish information, including photos and videos, of the student for the purposes of sharing their experience and informing the broader community, in communications including but not limited to the school newsletter and social media accounts. This permission remains effective until the school is advised otherwise.

### I have read the above information and:

Yes, I give permission to publish  No, I do NOT give permission to publish

## Fees - 2025

Year 11 and Year 12 **\$880 (1 year)**

**If the student discontinues the course, the fee will not be refunded. Educational providers will be issued with a tax invoice from the Marco Polo - The Italian School of Sydney. This will advise the provider how the fees can be paid.**

## Submitting this enrolment form

The student's weekday school is responsible for emailing this form, and any required appendices and supporting documentation, to Marco Polo - The Italian School of Sydney. The form should be sent as a single PDF with the student's full name as the file title. Only PDF documents sent from a school or teacher email address will be processed. If sending a form directly from a scanner, please include an email subject with the student's full name.

Email forms to: [learning@cnansw.org.au](mailto:learning@cnansw.org.au).

## External provider details

**Provider Name:** Marco Polo - The Italian School of Sydney

**A.B.N:** 54667 829 341

**Address:** 1 Coolatai Crescent, Bossley Park NSW 2176

**Contact Person:** Giovanni Testa (Executive Officer)

**Email:** [learning@cnansw.org.au](mailto:learning@cnansw.org.au)