

SINGLE COURSE CURRICULUM PROVISION INFORMATION HANDBOOK



Schools should retain this Information Handbook as a reference

Applications from NSW Public Schools and Other Education Providers should be received at Finigan School of Distance Education by Friday Term 3 Week 8 for HSC Courses and Friday Term 4 Week 4 for Stage 5 and Preliminary Course.

Applications after this date can only be considered if endorsed by the Director Educational Leadership for the requesting school or, in the case of other education providers, the Regional, Rural, Remote and Unique Settings directorate.

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About the School

Finigan School of Distance Education is a NSW Government school. We provide for the education of students who are unable to fulfil their educational requirements at their own school. Students need to meet specific guidelines to be eligible for enrolment in distance education. Single course students can study one (or more) courses through Finigan School of Distance Education while continuing to study the rest of their courses at their home school.

Who can apply?

Any student who cannot study the course in their current school can apply. The application will be completed and submitted by the student's home school. Approval will be based on meeting the eligibility criteria described in the Distance Education Enrolment Procedures.

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education/distance-education>

When can students apply?

Applications for students beginning a course must be made as early as possible and should be submitted before the course commences.

Timeline for HSC courses:

Applications for enrolment open at the commencement of Term 3 and close:

- Friday Term 3 Week 8

Timeline for Stage 5 and Preliminary courses:

Applications for enrolment open at the commencement of Term 4 and close:

- Friday Term 4 Week 4

Applications after this date can only be considered if endorsed by the Director Educational Leadership for the requesting school or, in the case of other education providers, Regional, Rural, Remote and Unique Settings directorate.

How do students apply?

Applications are made by the principal of the home school. The principal will determine if the application is within their school's quota requirements and the student meets the guidelines for provision of a single course through Finigan School of Distance Education before sending the application. <https://finigan-d.schools.nsw.gov.au/distance-education-enrolment/single-course-provision.html>

What are the benefits?

Studying by distance education enables students to:

- select courses of interest or necessity which may be unavailable in the home school
- fit their study into existing school timetables and work at their own pace in their own time
- have direct contact with teachers by email, phone and via Teams
- have teachers visit students in their school where possible
- attend study days, seminars and excursions to provide contact with other students across the cohort.



Key Single Course Personnel

Distance Education Reception	(02) 6210 5200
International Phone	+61 2 6210 5200
Email	finigansde@det.nsw.edu.au
Principal	Harvey Wilson
Deputy Principal	Trish Thompson K-8 Penelope Field Yr 9-10 Kylea Rowing Yr 11-12
School Administration Manager	Sue Evans-Smith
Leader – Regional, Rural, Remote and Unique Settings directorate	Phone (02) 6334 8060

Useful Websites

Finigan School of Distance Education website

<https://finigan-d.schools.nsw.gov.au/>

Distance Education Enrolment Procedures

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education/distance-education>

Rural and Distance Education

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education>

The NSW Education Standards Authority (NESA)

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>



Important Information

Regular Supervision

Regular supervision is essential to support effective student learning through distance education. The principal of Finigan School of Distance Education will need to be assured that the student will be adequately supervised at all times by the school supervisor. The home school principal will ensure there are adequate facilities and supervision during periods timetabled for distance education. If there are occasions when the supervision or facilities are inadequate while the student is working on their distance education, the home school principal will arrange suitable alternatives.

Textbook and Resource Responsibility

Home schools are responsible for the supply of textbooks and equipment to their students. If a student selects a course requiring special kits or equipment that the home school cannot provide and which are integral to the course, please contact Finigan School of Distance Education.

Year 11 and HSC Course Assessment

Single course students should be informed of the NESAs assessment procedures by their home school and the rules of Finigan School of Distance Education, available on our website.

NESA Entries

The home school will be responsible for entering the student on NESA using our school code **4661** for the subject they study at Finigan School of Distance Education.

Continued Single Course Provision

Continued provision of distance education is conditional on the student's regular return of course work. The success of a student's program relies on good supervision, open communications, planning for agreed outcomes and appropriate intervention when necessary.

Where it becomes evident that distance education is not meeting the student's learning or wellbeing needs, continued provision may be in jeopardy. The student will then be referred to the principal of the home school for further educational support or alternative curriculum options.

Privacy of Information

The personal information provided on the application form is obtained for the purpose of processing the student's application for enrolment. It will be used by the Department of Education for general student administration and communication and other matters relating to the education and welfare of the student. While the provision of this information is voluntary, if you do not provide all or any of this information it may delay or prevent the processing of this application for enrolment. This information will be stored securely. You may access or correct any personal information provided by contacting the school.



Live Lessons

Throughout each course we will be having weekly online lessons (live lessons). There will be a timetable indicating set times for live lessons. Students are expected to attend the live lesson whenever possible, to enhance their understanding of the course. For single subject students who may be unable to attend live lessons (due to other timetabled commitments), recorded copies of live lessons will be made available on the eLearning platform. Students are required to engage with the live lessons as they will address some of the more challenging aspects of the course and will often contain examination and assessment task strategies.

Residency and Temporary Visa Status

Students eligible to enrol at Finigan School of Distance Education must be Australian citizens, reside in/resident of NSW, or those with Permanent Visas resident in NSW. Students holding Temporary Visas will need to telephone Finigan School of Distance Education to discuss the application on (02) 6210 5200.

Course Access Fees 2026

Important information

- Other Education Providers will pay a contribution fee for each student accessing distance education.
- A student's education provider will be responsible for all costs of studying via distance education as published by the zoned distance education provider.
- The distance education provider will not accept fees directly from parents/carers.
- The NSW Department of Education **does not** determine whether schools will meet the course costs or pass them on to the parents/carers.
- Fees for access to single course distance education will be reviewed annually and are subject to change.
- Additional course costs may be incurred for courses with practical work as a course component and are set by the distance education school.

Please consider this information **prior to applying** for access to distance education single courses.



Course Access Fees 2026 - Other Educational Providers

New Enrolment, or Continuing Enrolment Years 11 or 12 \$800 (1 year, per course)

New Enrolment, or Continuing Enrolment in each 1 Unit Extension Course \$400 (1 year, per course)

New Enrolment, or Continuing Enrolment – Years 9 or 10 \$340 (1 year, per course)

Other Education Providers will be invoiced from NSW Department of Education on behalf of Finigan School of Distance Education. If your school requires a purchase order to be issued prior to a sales order being raised, **please provide a purchase order for this application.**

Where a student withdraws after approval, the home school must request a pro-rata fee adjustment based on the below information.

Years 11 – 12		Years 9 – 10		1 Unit Extension Course	
Enrolled for	Payable	Enrolled for	Payable	Enrolled for	Payable
4 terms	\$800	4 terms	\$340	4 terms	\$400
3 terms	\$800	3 terms	\$340	3 terms	\$400
2 terms	\$400	2 terms	\$170	2 terms	\$200
1 term or less	\$200	1 term or less	\$135	1 term or less	\$135



Courses Available

Year 11 and Higher School Certificate Courses (Stage 6)

Yr 11 NESA No.	Yr 12 NESA No.	No. of Units	Course Name
English			
TBA	TBA	2 Unit	Standard
TBA	TBA	2 Unit	Advanced
TBA	TBA	2 Unit	Studies *
TBA	TBA	2 Unit	English as an Additional Language or Dialect (EAL/D)
TBA	TBA	1 Unit	Extension 1
	TBA	1 Unit	Extension 2
Mathematics			
TBA		2 Unit	Mathematics Standard
TBA	TBA	2 Unit	Mathematics Advanced
	TBA	2 Unit	Mathematics Standard 1 – HSC
	TBA	2 Unit	Mathematics Standard 2 – HSC
TBA	TBA	1 Unit	Mathematics Extension 1
	TBA	1 Unit	Mathematics Extension 2 – HSC Only
30130	30140	2 Unit	Numeracy*
Science			
11030	15030	2 Unit	Biology
11050	15050	2 Unit	Chemistry
11100	15100	2 Unit	Earth and Environmental Science
11310	15330	2 Unit	Physics
Human Society and Its Environment			
11020	15020	2 Unit	Ancient History
11270	15270	2 Unit	Modern History
11000	15000	2 Unit	Aboriginal Studies
11040	15040	2 Unit	Business Studies
11110	15110	2 Unit	Economics
64354	64356	2 Unit	Financial Management *
11190	15190	2 Unit	Geography
11220	15220	2 Unit	Legal Studies
11330	15350	2 Unit	Society and Culture
11350	15370	1 Unit	Studies of Religion 1
11360	15380	2 Unit	Studies of Religion 2
35201	35203	2 Unit	Work Studies *
CAPA (Creative and Performing Arts)			
11070	15070	2 Unit	Dance
11090	15090	2 Unit	Drama – for cohorts of 3 or more at the one school
11280	15290	2 Unit	Music 1
11290	15300	2 Unit	Music 2
	15310	1 Unit	Music Extension – HSC only by application
		1 or 2 Unit	Photography, Video & Digital Imaging*
11380	15400	2 Unit	Visual Arts
		1 or 2 Unit	Visual Design*



Yr 11 NESA No.	Yr 12 NESA No.	No. of Units	Course Name
Languages			
See attached list for cost of books & ISBN numbers			
11630	15670	2 Unit	French Beginners
11640	15680	2 Unit	French Continuers
11650	15700	2 Unit	German Beginners
11660	15710	2 Unit	German Continuers
11720	15790	2 Unit	Italian Beginners
11730	15760	2 Unit	Italian Continuers
11740	15820	2 Unit	Japanese Beginners
11750	15830	2 Unit	Japanese Continuers
PDHPE			
11060	15060	2 Unit	Community & Family Studies
11390	15410	2 Unit	Health and Movement Science
35015	35017	2 Unit	Sports, Lifestyle and Recreation*
Technological and Applied Studies			
11010	15010	2 Units	Agriculture
11120	15120	2 Unit	Engineering Studies
11175	15175	2 Unit	Enterprise Computing
11180	15180	2 Unit	Food Technology
11200	15200	2 Unit	Industrial Technology – Multimedia
11345	15365	2 Unit	Software Engineering
11370	15390	2 Unit	Textiles & Design

* Course DOES NOT contribute towards an ATAR for university entrance

~ Students who intend to undertake the optional HSC examination must be enrolled in this course



Years 9 and 10 Courses (Stage 5)

100 Hrs	200 Hrs	Course name
2 Year Elective Courses (100 or 200 Hours)		
1606	1605	Agricultural Technology
431	430	Commerce
TBA	TBA	Computing Technology
2001	2000	Dance
1626	1625	Food Technology
1701	1700	Graphics Technology
		Languages
871	870	French
881	880	German
921	920	Italian
931	930	Japanese
2051	2050	Music
38101	38100	Physical Activity and Sports Studies
1901	1900	Textiles Technology
2061	2060	Visual Arts
1 Year Elective Courses (100 Hours only) (Year 9 or 10)		
2001		Dance
2081		Photographic and Digital Media
2071		Visual Design: Cartooning



Language Requirements

The course books must be provided by the home school.

Stage 6 French and German Courses – Years 11 & 12

Genau Senior Thomson Nelson	Year 11 & 12 German - 2 Unit Continuers Course Textbook Workbook	ISBN: 9780170128315 ISBN: 9780170218290
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Years 9-12 Single Course Provision Procedures

Purpose

The primary purpose for single-course provision through distance education is to enable students enrolled full-time in a school to meet Department of Education mandatory requirements and NESA minimum requirements for the award of a RoSA or Higher School Certificate.

Application and approval

Applications for single course provision are made by the principal of the student's home school.

The principal of Finigan School of Distance Education approves the provision of single courses. Some categories of single course provision in distance education have specified processes of referral and recommendation to be followed prior to consideration by the principal of Finigan School of Distance Education.

Common requirements for single course provision

Single course provision will be considered only when the home school principal ensures:

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- 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
- 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 return work and complete all tasks including assignments, formal examinations and assessments
- students are informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school or centre
- students will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, Internet access, video conferencing and audio equipment, that meet the Department's current specifications
- students will send and receive emails from the Department's student portal
- students have access to and use of supervised practical learning spaces for students enrolled in Performing Arts, Physical Education, Sciences & Technology as required
- procedures will be in place to ensure that parental/carers permission is obtained for students to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities
- a suitable and safe work placement for any vocational education and training course is possible
- access to a suitable venue and supervision for NSW Education Standards Authority (NESA) examinations is available
- the home school supervisor will communicate a student's progress to Parents/Carers.



Annual quota applying to new applications

Schools have maximum flexibility within the limits of the annual quota. For example, students can be included in more than one course, or schools can fill their annual quota in a single course.

Schools other than schools for specific purposes (SSPs) or schools in juvenile justice settings seeking single course provision for students can forward a maximum number of new applications per year according to the following schedule.

Total secondary school enrolment	New applications per year
300 or fewer	15
301 to 500	9
More than 500	6

Specialist settings attached to other schools, such as tutorial centres and support classes, should make their requests for curriculum support to their home school. If the home school cannot provide the necessary levels of support, the principal can apply for single course provision on behalf of the specialist setting within the existing quota.

Applications where the quota applies

3.1.1 Schools requiring access to an elective course in Years 9 and 10

When a school requests access to an elective course for a student in Year 9 or 10, it replaces a school-delivered elective course. Courses studied by a student should not exceed the equivalent of seven 200-hour courses.

3.1.2 Schools accessing courses to meet NESA minimum requirements for the HSC

The maximum number of units studied by a student, including the distance education courses, must not exceed 13 units in Year 11 and 11 units in Year 12.

Students completing study of a course at the end of Year 10 are not considered to be continuing their study of the same course for Year 11. These students count as part of each school's annual quota for new applications.

3.1.3 Schools accessing courses to meet the needs of students with special circumstances

When the principal can establish that a student's special circumstances require access to distance education, the principal can apply to the distance education school for single course provision with accompanying documentary evidence to substantiate their application.



3.1.4 Schools requiring flexible curriculum to facilitate acceleration

When a school requests access to a course for acceleration purposes, they must provide evidence of a rigorous identification and school-based management program before applying for distance education. Applications must comply with the Assessment Certification Examination (ACE) requirements on the NESA website, particularly documents 8001, 8043 and 8104. This evidence can include, but is not limited to:

- NAPLAN results
- school counsellor's report
- secondary reports from Year 7 onwards
- letter of recommendation from the home school principal indicating support for the request, and outlining steps the school has taken to facilitate the acceleration before considering distance education.

Students accelerating into a Stage 6 course need to have completed All My Own Work before commencement.

The home school is responsible for completing the NESA form for notification of acceleration for more than 12 months, if applicable.

As single subjects are provided to meet minimum curriculum requirements, students will not be eligible to repeat the course using distance education to improve their result.

Applications not subject to quota

School principals who seek distance education single course provision for students in the following circumstances must provide a statement justifying the application.

3.2.1 Students whose study has been interrupted by transfer to another school

Students who are committed to the study of a course in Stage 5 or Stage 6, whose study has been interrupted by transfer to another school may have an application made on their behalf by the principal of the new school. Applications for single course provision for these students should be made as soon as possible after the student arrives at the new school. This may include students who are temporarily attending a NSW Secondary School while on a recognised exchange program.

3.2.2 Specific single course languages for small cohorts

Consideration for out of quota placements will only be accepted for small numbers of students and will not include a course offered at that year level by the home school. The principal of the home school must provide evidence to the distance education school that they cannot provide access to language courses in any other way than distance education.

3.2.3 Vocational education and training in remote schools

Students in remote schools with a current Aria+ ranking greater than or equal to 2.4 who wish to study a vocational education and training (VET) course that contributes towards the HSC can have the principal of their school make an application for single course provision on their behalf.

3.2.4 Schools requiring access for students with confirmed disabilities

Students unable to undertake a course at their school because their disability restricts their access to specialist teaching areas or facilities can have the principal of their school make an application for single course provision on their behalf. It is permitted for a student to access more than one course outside of quota in this category.



3.2.5 Full-fee-paying overseas students currently enrolled in NSW government or Other Education Providers

NSW government or Other Education Providers that have enrolled full-fee-paying overseas students can apply to the local distance education school for single course provision to meet the needs of these students.

The application should explain why the home school cannot provide for the student.

3.2.6 Students with unforeseen and unique circumstances

This category is designed to meet circumstances not identified elsewhere in this document and may include more than one course.

Schools should provide their request for consideration to their Director Educational Leadership. Other Education Providers should provide their request for consideration to Regional, Rural, Remote and Unique Settings directorate.

The relevant Director will consider if:

- all local options to provide specific curriculum for the student have been exhausted
- that distance education curriculum access is required as part of a documented personal learning plan detailing the student's learning support needs for each course requested
- the educational monitoring and welfare needs of the student will be met by the home school
- curriculum access through a distance education school is the most appropriate option.



Languages

Finigan School of Distance Education currently offers four languages:

- French
- German
- Italian
- Japanese

Stage 6 Beginners' Languages

A Beginners' course is a course of study that is intended to cater only for students who have very little or no prior knowledge of a language, either written or spoken, and who wish to take up the study of that language as beginners. Within these guidelines, NESA delegates to the principal the authority to determine a student's eligibility for a Beginners' course.

Students who have no experience of the language or whose experience is derived solely from 100 hours or less of the language in Stage 4 or 5 are eligible to undertake the Beginners' course in that language. No other student is eligible.

A central factor in determining eligibility for Beginners' courses is whether a student has had the equivalent of more than 100 hours experience of the language during Years 7-10.

Beginners course eligibility and exchange students

Prior participation in a significant in-country experience automatically renders a student ineligible to undertake a Beginners' course in the language of that country. A student exchange program of more than three months that involves experiences such as homestay and attendance at school is considered a significant in-country experience.

All students wishing to study a Stage 6 Beginners' course are required to complete a statutory declaration. The declaration must be witnessed by a Justice of the Peace and should accompany the student's application for enrolment. The declaration is available on our website.

Students considering a student exchange program should consider the following:

- students who are engaged in an overseas exchange program are unable to meet eligibility requirements for distance education provisions
- students currently studying via distance education before they leave on an exchange program must withdraw from distance education and are required to reapply if the provision is still required for the student on return from exchange.

Stage 6 Continuers Languages

Students wishing to study Continuers Languages are required to complete a statutory declaration. The declaration must be witnessed by a Justice of the Peace and should accompany the student's application for enrolment. The declaration is available on our website.

WARNING

Students will be assessed on enrolment to determine language ability. Should it become apparent that after this initial assessment the student displays linguistic skills above what could be reasonably expected, the student's position in the course will be reassessed.



Appendix 1 - Unforeseen and Unique Circumstances Application for Single Course Provision

Government Schools

School name: _____

School postal address: _____

School phone: _____

School Email: _____

Student name: _____ Year: _____

Referral

This category is designed to meet unforeseen and unique circumstances not identified in the Single Course Provision Information Handbook.

Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and unique circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by the Director, Educational Leadership.

Director, Educational Leadership

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the course requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Director, Educational Leadership: _____

Signature: _____ Date: _____



Appendix 2 - Unforeseen and Unique Circumstances Application for Single Course Provision

Other Education Providers

Applications, with this Distance Education Supplement, are sent to: Regional, Rural, Remote and Unique Settings directorate.

PO Box 717, Bathurst NSW 2795 OR Email: RDE@det.nsw.edu.au

School name: _____

School postal address: _____

School phone: _____

School email: _____

Student name: _____ Year: _____

Referral

This category is designed to meet unforeseen and unique circumstances not identified in the Single Course Provision Information Handbook.

Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and unique circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by Regional, Rural, Remote and Unique Settings directorate.

Regional, Rural, Remote and Unique Settings directorate

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the course requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Regional, Rural, Remote and Unique Settings directorate: _____

Signature: _____ Date: _____



Appendix 3 - Single Course Provision

Withdrawal Notification

Student surname: _____ Student first name: _____

Course: _____ Year: _____

School name: _____

Supervisor email address: _____

Reason for withdrawal:

Checklist and declaration

This is to notify Finigan School of Distance Education that the above student has:

- ceased study with Finigan School of Distance Education as of the following date _____
- been withdrawn from Schools Online, NESAs (Finigan School of Distance Education 4661)
- returned all resources to Finigan School of Distance Education

Parent/carer's name: _____

Parent/carer's signature: _____ Date: _____

Principal's name: _____

Principal's signature: _____ Date: _____

FSDE OFFICE USE ONLY	
Date: _____	Signed: _____
Withdrawn DEMS <input type="checkbox"/>	Withdrawn ERN <input type="checkbox"/>

