



# NSW SCHOOL OF LANGUAGES

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## **Supervisors Information Booklet**

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[nswschoollang.schools.nsw.edu.au](http://nswschoollang.schools.nsw.edu.au)

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## Information for Supervisors

### Cooperative guidance of NSW School of Languages students

Thank you for undertaking the supervision of a NSW School of Languages (NSL) student. As you may be unfamiliar with distance education [procedures](#), we have included this information to help you.

Good course progress depends on the smooth flow of work between the student and NSL, which in turn depends to a large extent on your co-operation and encouragement.

Please do not hesitate to ring NSL if you have any questions or concerns about the student's enrolment with us.

This document includes the following information:

1. **General procedures and suggestions**
2. **Student work procedures**
3. **Assessment and reporting**
4. **NESA Entry for Year 10 (Stage 5)/Higher School Certificate (Stage 6)**
5. **Course fees and refunds**
6. **Guides to the DEMS School Portal**
7. **Course codes**

#### 1.1 General procedures and suggestions

- The website of NSW School of Languages is [nswschoollang.schools.nsw.gov.au](https://nswschoollang.schools.nsw.gov.au).
- Regular completion of work and communication with NSL teachers is essential if the course is to be completed satisfactorily. **Course schedules are available on our school website to be able to monitor student progress.**
- Refer to page 7 for an example of the Student Engagement Review Procedure.
- The student's timetable at your school should allocate the full number of periods to the distance education subject, as stated in the single-course application form. **A copy of the student's timetable is to be sent to the NSL teacher.**
- Work not completed in periods allocated at school is to be done as homework.
- If a student's work is delayed by illness or any other factor, please notify the NSL teacher as soon as possible.
- If enrolment is to be discontinued, please notify NSL in writing by emailing [enrolments.nsw.sol@det.nsw.edu.au](mailto:enrolments.nsw.sol@det.nsw.edu.au) or use the withdrawal function in the DEMS School Portal.

### 1.1.1 Equipment

Please ensure that your school has provided for your students, access to devices and all the equipment necessary for the study of this subject and inform NSL promptly if there is any delay or difficulty in obtaining the necessary equipment. All students will be expected to purchase a hard copy dictionary teachers can provide guidance on the selection.

### 1.1.2 Internet, computer and phone access

It is essential that students be supported through provision of a suitable, quiet working area, free of distractions. This is part of the conditions for single-course provision which have been agreed to by the home school Principal.

As NSL has moved towards a digital environment, most of the learning materials are delivered to students in a digital format, through Canvas. **Supervisors will be required to assist with the printing of worksheets and some learning materials as well as the scanning and uploading of written work, particularly for scripted languages.**

Students are to be provided with the following:

- a computer with reliable internet to access online materials and emailing
- a computer with headphones for online speaking lessons
- a phone can be used if internet access is unavailable.

## 1.2 Student work procedures

- **A Welcome email to the student and Supervisor will be sent immediately after the enrolment is finalised, to confirm if the emails provided are accurate. The student will not be given access to the course until the student replies.** Students must follow their course schedule. **A copy of the course schedule is available on the [Course schedules](#) page of our school website under the relevant language heading.**
- Students must be encouraged to develop the habit of engaging in coursework regularly to keep up with the course schedule. Work for all online courses includes components done through our e-learning site. This is a secure site. On enrolment, students are registered and issued with their own username and password. **To be registered, students must use their Department of Education email address, this will be created for NSW non-government school students.**
- These courses also include written components which are either completed online or in printed format. **Students will require Supervisor support to print these materials, as well as scan and upload them to Canvas once the tasks are complete.** Students' written work will be marked by the teacher. Feedback can be viewed by the student on Canvas. In some cases, marked work will be returned to the student via email. Students will be required to set up a regular speaking lesson time with their teacher.
- **A quiet room with a computer must be made available to students for their speaking lessons,** using online video conferencing. In special circumstances or internet outage, a phone maybe used for speaking lessons. Supervisors are encouraged to keep a record of the student's speaking lesson times and dates.
- Students who enrol after the beginning of the school year, will be expected to work at a faster pace as advised by their NSL teacher, in order to be in line with the [course schedule](#) as soon as possible.

## Procedures for review of student progress for Years 10, 11 and 12 students

When a student has 2 weeks of no or insufficient engagement with the course.

### Lack of sustained effort

For issues with unexplained lack of engagement (2 consecutive online lessons and/or 2 consecutive weeks non-submission of coursework).

- A. **Not** followed the course developed or endorsed by NESAs
- B. **Not** applied themselves with diligence and sustained effort to set tasks and experiences provided in the course by the school
- C. **Not** achieved some or all of the course outcomes

### Assessment task not submitted

Includes malpractice.

- A. **Not** followed the course developed or endorsed by NESAs
- B. **Not** applied themselves with diligence and sustained effort to set tasks and experiences provided in the course by the school
- C. **Not** achieved some or all of the course outcomes

#### Step 1 - Initial contact

- Contact the supervisor and student (cc parent in email)
- Communicate with Student Wellbeing Team if student has learning support needs
- Implement strategies to support student engagement
- Send Course Engagement Reminder - Medical if appropriate (DEMs)
- Document in DEMs (Register)

**Student re-engages:** No further action required

**No response within 3 days:**  
Proceed to **Step 2** immediately

#### Step 2 - Letter of concern

- Discuss with Faculty HT and continue trying to engage student, liaise with home school supervisor and communicate with Student Wellbeing Team if student has learning support needs
- Send Letter of Concern to supervisor and parent, cc: Faculty HT and student
- Document in DEMS (Register > N-Award)

**Student re-engages:** Letter of Concern redeemed, no further action required.  
If lack of sustained effort reoccurs within 4 weeks, proceed to **Step 3**. Otherwise proceed to **Step 1**

**No response within 1 week:**  
Proceed to **Step 3** immediately

#### Step 3 - Warning letter 1

- Discuss with Faculty HT and continue trying to engage student, liaise with home school supervisor
- Send Warning Letter 1 to supervisor and parent, cc: Faculty HT and student
- Document in DEMS (Register > N-Award)
- Continue consulting with the Student Wellbeing Team

**Student responds, completes outstanding work:**  
Warning Letter 1 redeemed, no further action required.  
If lack of sustained effort reoccurs within 4 weeks, proceed to **Step 4 (Warning letter number is cumulative)**. Otherwise proceed to **Step 1**.

**Warning letter not redeemed:**  
Proceed to **Step 4** immediately

#### Step 4 - Warning letter 2

- Discuss with Faculty HT and continue trying to engage student, liaise with home school supervisor
- Send Warning Letter 2 to supervisor and parent, cc: Faculty HT and student
- Document in DEMS (Register > N-Award)
- Add students to faculty's possible N determination document

**Student responds, completes outstanding work:**  
Warning Letter 2 redeemed; no further action required.  
If lack of sustained effort reoccurs within 4 weeks, proceed to **Step 5 (Warning letter number is cumulative)**. Otherwise proceed to **Step 1**.

**Warning letter not redeemed:**  
Proceed to **Step 5** immediately

#### Step 5 - Warning letter 3

- Discuss with Faculty HT, HT Student Wellbeing and Deputy Principal
- Send Warning Letter 3 to supervisor and parent, cc: Faculty HT and Deputy Principal and student
- Document in DEMS (Register > N-Award)

**Student responds, completes outstanding work:**  
Warning Letter 3 redeemed, no further action required.  
If lack of sustained effort reoccurs within 4 weeks, proceed to **Step 6 (Warning letter number is cumulative)**. Otherwise proceed to **Step 1**.

**Warning letter not redeemed:**  
Proceed to **Step 6** immediately

#### Step 6 - Principal's letter

- Faculty HT and Deputy Principal to discuss with NSL Principal
- HT Enrolments with Principal to discuss with Home School Principal and document on DEMS
- NSL Principal to send letter to supervisor and parent, cc: Faculty HT and student
- Teacher to document on DEMS (Register > N-Award)

#### Step 7 - Non-completion of course determined

- Head Teacher Enrolments issues student an N determination - Years 10, 11 and 12 only

## 1.3 Assessment and reporting

### 1.3.1 Assessment and reporting

Information regarding Assessments is available on the NSW School of Languages website, on the [Assessment and reporting](#) page.

The screenshot shows the NSW School of Languages website. At the top, there is a header with 'NSW Department of Education', a 'Select Language' dropdown, and a 'Log In' dropdown. Below the header is a navigation bar with links: 'About our school', 'Our languages', 'Supporting our students', 'Enrolment', 'Assessment and reporting', 'E-learning community', 'FAQ', and 'Contact us'. The 'Assessment and reporting' link is highlighted. A blue speech bubble points to this link with the text 'Select the Assessment and Reporting page.' Below the navigation bar, the 'Assessment and reporting' page is displayed, featuring a grid of links: 'Assessment information >', 'Assessment policies >', 'Forms and guidelines >', 'Assessment notices >', 'Assessment timetables >', and 'Skills descriptors >'. At the bottom of the page, there is a footer with the text 'Be aware of exam dates and' and some navigation icons.

Scroll down on the Homepage to see the school's calendar.

## 2025 NSL assessment and progress report dates

Assessments will be held as scheduled in the following table. They are compulsory for every student who has been enrolled in the relevant course for a sufficient length of time and the results will form part of the reported achievement in the course for each student.

Some assessments will be held on a specific date during the week detailed below. Please refer to the [Assessment timetables](#) on our website.

*Home schools are advised to consider NSW School of Languages assessment dates when organising activities and ensure these are not conducted on the date(s) specified in this timetable.*

Year 12 Course	Semester 1		Semester 2	
	Term 4 2024	Term 1 2025	Term 3 2025	
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
			Students attending NSW School of Languages for Assessment 3 and 4 will complete these tasks on the same day.	
Beginners	27 November	17 – 21 March	28 July – 1 August	
Continuers (except Latin)		10 – 14 March	22 – 25 July	
Language In Context			28 July – 1 August	

Year 12 Course	Semester 1		Semester 2
	Term 1 2025	Term 1 2025	Term 3 2025
	Assessment 1	Assessment 2	Assessment 3
Extension	12 February	2 April	4 – 8 August

Year 12 Course	Semester 1		Semester 2	
	Term 4 2024	Term 1 2025	Term 2 2025	Term 3 2025
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
English (EAL/D)	4 December	26 March	18 June	13 and 15 August
Latin	27 November	19 March		30 July

<b>Year 11 Course</b>	<b>Assessment Task 1</b>	<b>Assessment Task 2</b>	<b>End of Course Examination Assessment Task 3</b>
Beginners	12 – 16 May 2025	23 – 27 June 2025	8 – 12 September 2025
Continuers	5 – 9 May 2025		1 – 5 September 2025
Language In Context			
Latin	7 May 2025	25 June 2025	3 September 2025
English EAL/D	2 April 2025		10 September 2025

<b>Stage 5</b>	<b>Assessment Task 1</b>	<b>Assessment Task 2</b>	<b>Yearly Examination</b>
Year 10 (200 hours)	19 – 23 May 2025	11 – 15 August 2025	27 – 31 October 2025
Year 9 & 10 (100 hours)	2 – 6 June 2025	25 – 29 August 2025	

## Progress reports

<b>Course</b>	<b>Reporting Period 1</b>	<b>Reporting Period 2</b>
<b>Year 12 Courses</b> <b>Beginners, Continuers,</b> <b>In Context, EAL/D, Latin, Extension</b>	14 October 2024 to 4 April 2025	7 April 2025 to 22 August 2025
<b>Year 11 Courses</b> <b>Beginners, Continuers,</b> <b>In Context, EAL/D, Latin</b>	6 February 2025 to 23 May 2025	26 May 2025 to 26 September 2025
<b>Year 10</b>	6 February 2025 to 6 June 2025	9 June 2025 to 14 November 2025
<b>Year 9</b>	6 February 2025 to 13 June 2025	16 June 2025 to 21 November 2025

## **Assessment and progress report dates 2025**

Please go to our website for the latest [assessment schedule](#) for all year groups.

## **Assessment and progress report dates 2026**

Assessment and progress report dates 2026 will be available in Term 4, 2025.

### **2025 term dates for students**

- Term 1 Thursday 6 February – Friday 11 April
- Term 2 Wednesday 30 April – Friday 4 July
- Term 3 Tuesday 22 July – Friday 26 September
- Term 4 Tuesday 14 October – Friday 19 December

### **2026 term dates for students**

- Term 1 Monday 2 February – Thursday 2 April
- Term 2 Wednesday 22 April – Friday 3 July
- Term 3 Tuesday 21 July – Friday 25 September
- Term 4 Tuesday 13 October – Friday 18 December

## Procedure for advising supervisors/students/parents

1. Several weeks before the set date of each examination/assessment, Supervisors will be sent an email to remind them to look up the website for details of the approaching task. It is essential that Supervisors familiarise themselves with examination procedures. This document is available on our [website](#) (see *Guidelines for conduct of examinations in home school*).
2. If the student is not sitting the examination at NSL, the examination paper(s)/assessment task(s) for each student will be made available to the home school electronically.
3. Examinations and Assessment Tasks **must** be completed at the times specified by NSL. The integrity of the examinations is dependent on the home schools completing examinations at the required time. Please liaise with the NSL teacher if this presents **major** difficulties.
4. NSL should be contacted urgently if you or your Principal has not received examination materials one week, before the scheduled date of the examination.

### 1.3.2 Reports

NSL has two reporting periods, one for each Semester. Reports will be emailed to the home school and to parents and carers. Reports will also be accessible on the DEMS portal.

Should a report not be received, Supervisors are asked to contact NSL.

## 1.4 Entry for Year 10 and Higher School Certificate

It is the responsibility of the **home school** to enter students with the NSW Educational Standards Authority (NESA) for the course studied at NSL **and to upload student photos**. Students cannot be credited with their assessment mark or grade if they are not entered as studying a language with an outside provider, namely **NSW School of Languages, code 5000**. It is also the responsibility of your school to notify NESA if students withdraw from the course. You may need to bring these matters to the attention of your Principal. It is the home school's responsibility to ensure that students are booked in for their HSC Speaking Skills examination.

## 1.5 Face-to-face lessons and on site assessments

All lesson days can be found on the Lesson day calendar on the [Homepage](#) of our website. Scroll down past the news features.

Assessment task dates can be found on the [Assessment timetables](#) page of our website.

## Best practice tips from past supervisors

### 2.1 Speaking Lessons

It is essential for the Supervisor to:

1. Organise a computer with internet access, camera, and headphones for speaking lessons and course work. The home school should buy the required equipment. Speaking lessons are to be conducted via online technologies, that the teacher will discuss with the student. A phone may be used if internet access is unavailable.
2. Have a specific place for speaking lessons and keep a timetable; for example, library - librarian keeps a written record; students sign in and out.
3. Catch-up lessons should be negotiated between the student and the NSL teacher if a speaking lesson falls on a public holiday.

### 2.2 Work

It is essential for the Supervisor to:

1. Be in regular contact with your student/s and NSL via telephone, email or other electronic means.
2. To set a good independent work routine for your student/s. Advise students on best work practices at the start of their studies. Early intervention is very important.
3. Break down the content of their weekly units of work into manageable chunks. Younger students are helped by this, as Year 9 and 10 students are often not used to organising their time.
4. Ensure you provide active supervision to your student whilst they are studying to ensure they are participating in online and practical tasks provided by NSL.
5. Explain instructions provided by the NSL teacher regarding lessons and learning materials. This includes, answering possible questions that may arise, explaining instructions provided by the NSL teacher regarding lessons and learning materials, or connecting students to someone else that can help.
6. Monitor the regular submission of work. Support and encourage students to complete their work according to their timetable. Ensure this work is returned to the relevant teacher according to their requirements.  
If students submit work by email, Supervisors should ask to be copied into the email.
7. Set a specific time for submission of material. This avoids the need to chase students.
8. Encourage students to make copies or a backup of their work either to a USB, cloud account or external hard drive, prior to submission.
9. Advise students to always contact their teacher and ask for help and explain any issues when a student is regularly experiencing difficulties with their learning, Supervisors need to ensure the student maintains a record of any questions or concerns they experience to help their teacher understand the nature of the concern. These questions will also guide the teacher's approach to explaining the learning tasks whilst also connecting students to resources to support them with their study.

Other suggestions:

10. Some Supervisors find it beneficial to create an individual work schedule for each student.
11. Some Supervisors find it beneficial to create a spreadsheet of all 'events', for example, assessment days and lesson days.
12. Some Supervisors keep a folder for each NSL student and all NSL correspondence.
13. Mentors: at the beginning of the year choose some senior students who have successfully studied by distance education in the previous year, to talk to and mentor new students. This has proven to be very effective!
14. Encourage students to download the relevant audio files onto their phone so that they can listen to audio texts outside class time, such as on the bus and train.

### **2.3 Administering assessments**

1. NSL conducts many assessment tasks onsite for metropolitan students. For assessments held at home schools, it is essential that the tasks are supervised by a teaching member of staff. Students should not be left alone to complete examinations.
2. Upon enrolment of every NSL student, the home school Principal agrees to properly administer NSL assessments.
3. Supervisors are to scan students completed assessments and email to the teacher/s as directed. Store the original hard copy papers in a secure location.

### **2.4 Communication**

Supervisors are to:

1. Use whatever resources are available in your school - daily news bulletin, noticeboard, roll-call, email to contact NSL students. Anything should be done to avoid a delay in students' receiving mail or information.
2. Communicate informally in the corridor/playground/at sport, etc.
3. Instigate regular contact time between Supervisor and student.
4. Have a file of students' timetables, home, and mobile phone numbers and NSL teachers' phone numbers, for easy access.
5. Notify NSL Enrolments by email [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au) when there is a change of Supervisor for all students at the school. Enrolments will organise the change within NSL records.

### **2.5 Illness**

1. The supervisor should keep a record of when their student undertakes work to assess to assess their learning engagement. It is the responsibility of the supervisor to monitor student participation and to advise the school if a student is ill. Evidence such as a doctor's certificate may be required if a student experiences ill health over a long period of time.
2. For students completing Years 10, 11 or 12, an Illness/Misadventure Form is required in the case that a student is not able to complete an assessment task, exam or has not completed

substantial tasks as part of their learning in a subject. In this case, the student may need to discuss with the school an application to receive special consideration and to prevent risking an N-determination for their course.

## 2.6 Wellbeing

1. The changing environment and circumstances in a student's life may lead them to experience some unhappiness during their schooling years. However, there are many options available to support students and to provide the supervisor with strategies to monitor health and wellbeing. These strategies can be sought through making contact the Head Teacher Wellbeing at NSL. Alternatively, you may need to contact the principal in more extreme circumstances where you believe a student's wellbeing is at an immediate or significant risk. In any case, maintaining regular contact with the school will enable the student to receive appropriate support.
2. If Supervisors have any other tips or advice, please email them to the NSL Head Teacher Enrolments [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au) and we will incorporate them into the next edition of our *Information for Supervisors*.

## Course fees and refunds

Please refer to the [course access fees page](#) on our website.

NSL's contract is with the home school. Parents are to direct any requests for refunds to the home school. Refunds must be requested by the home school in writing. Refunds will be sent to the student's home school not to the parent/carer.

## Guide to the DEMS School Portal

The DEMS School Portal is the gateway for supervising students studying via distance education. The Portal allows for the sharing of information, including student engagement and communications in the course, as well as attendance monitoring.

We hope you find the Portal to be a useful tool which assists you in your important and much appreciated role as Supervisor.

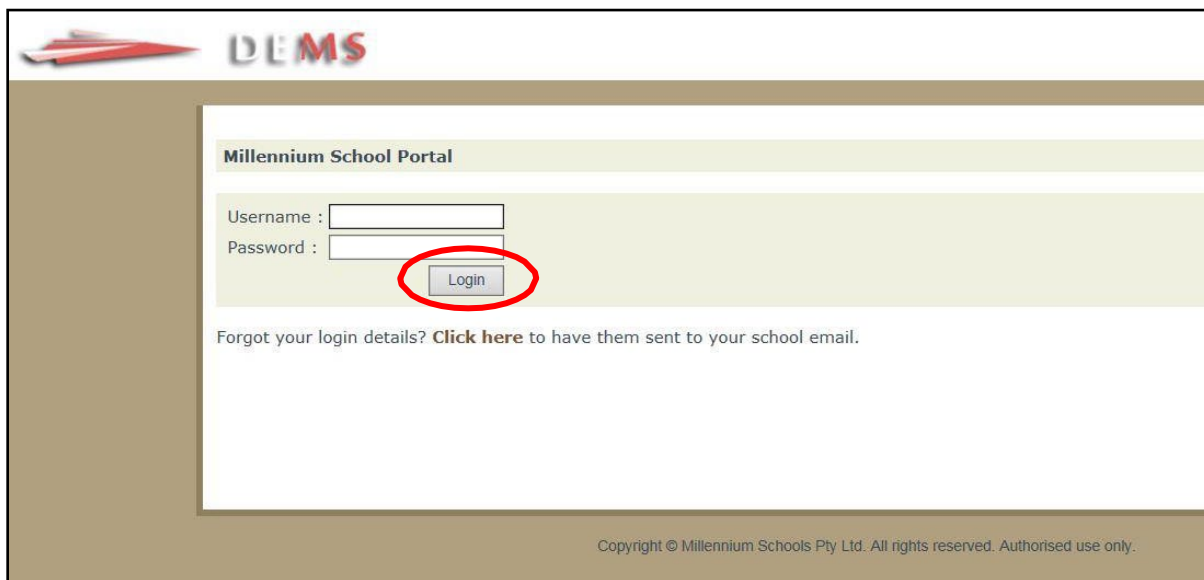
### 1. DEMS School Portal access

Please follow the steps below to access and navigate the Portal. We recommend the use of the Google Chrome browser.

1. Go to the Distance Education Management System (DEMS) School Portal website:

<https://dems.education/school/>

2. Log in with the **Username** and **Password** provided to your school via email.
3. Click on the **Login** button to access the Portal.



Millennium School Portal

Username :

Password :

Login

Forgot your login details? [Click here](#) to have them sent to your school email.

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## 2. Changing your school password

1. Select the **My School** heading and ensure that the **Year** is set to **2026**. Change your temporary password to a new one in the Password field, if required.
2. Modify any incorrect information about your school, if required.
3. Click on the grey **Update My School** button.

The screenshot shows the DEMS (Distance Education Management System) interface. On the left is a navigation menu with 'My School' highlighted in a red circle. The main content area is titled 'NSW School of Languages' and contains a form for school details. The form includes fields for Name, Address, City, State, Postcode, Phone, Fax, PO Address, Login, Password, Email, Secondary Students, and Quota. The 'Year' dropdown menu is circled in red and shows '> 2026'. A red arrow points to the password field. At the bottom of the form is an 'Update My School' button.

### Note:

Your **school's password** will need to be known by all Supervisors of the Distance Education students at your school to access the Portal.

Please inform all Supervisors at your school if the password has been changed or will be changed in future.

### 3. Uploading your School Agreement 2026

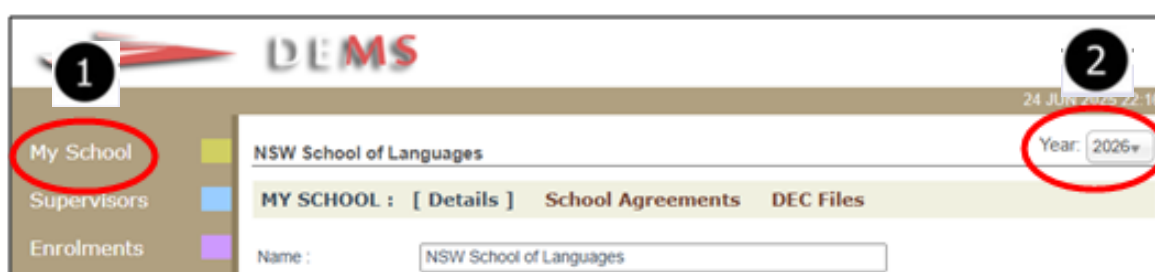
Each year a school wishing to enrol students at NSL needs to submit a School Agreement. Supervisors will be required to upload the School Agreement to the DEMS School Portal and follow the steps below.

For schools who have not previously enrolled with us, contact 9381 4800 for us to provide you with a username and password.

#### Step 1. Access the DEMS School Portal

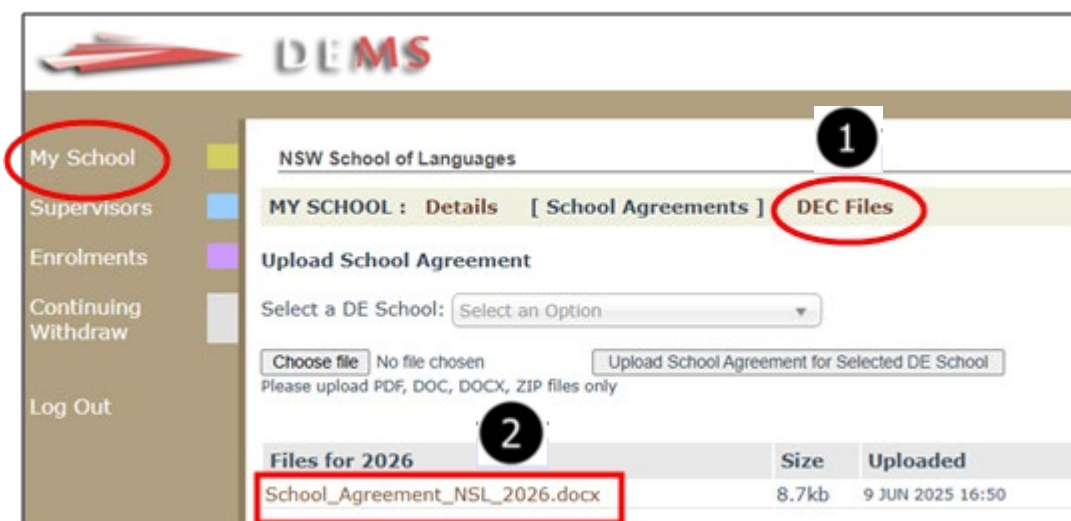
#### Step 2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to the year you are applying for e.g. **2026**.



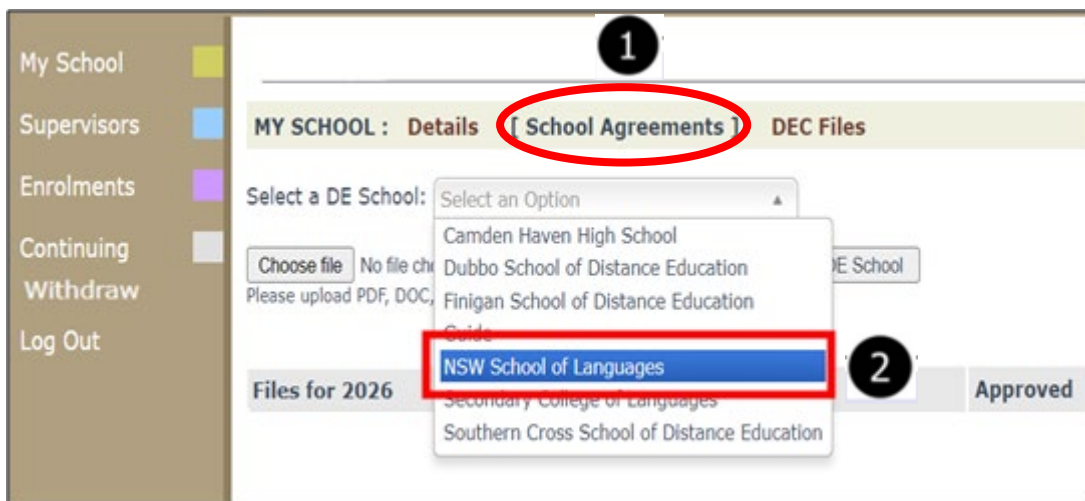
#### Step 3. Download the Agreement file

- I. Click on the **DEC files** heading from the top menu.
- II. Select the School Agreement document for **NSW School of Languages** to download and complete. Please ensure that your School Principal has signed and dated the document.  
**Note:** You may see other Distance Education Schools Agreement files displayed on this page. Please only select and download the NSW School of Languages document.



#### Step 4. Upload the completed Agreement

- I. Click on the **School Agreements** heading on the top menu.
- II. From the **Select a DE School** drop down list, select **NSW School of Languages**.



- III. Click on the **Choose file** button to upload the completed and signed School Agreement.
- IV. Then, click on the grey **Upload Agreement for Selected DE School** button.



- V. Once uploaded, the system will automatically name the file according to the DE school selected and the year displayed at the top of the DEMS school portal at the time of upload. For example: **School\_Agreement\_NSL\_2026.pdf**.

A **File Successfully Uploaded** message will appear to indicate that the file has been successfully registered in the portal.

Once NSL approves the School Agreement, a **YES** will appear in the **Approved** column in the DEMS school portal.

DEMS

24 JUN 2025 22:22

My School **NSW School of Languages** Year: 2026

Supervisors **MY SCHOOL : Details [ School Agreements ] DEC Files**

Enrolments **Upload School Agreement**

Continuing Withdraw Select a DE School:

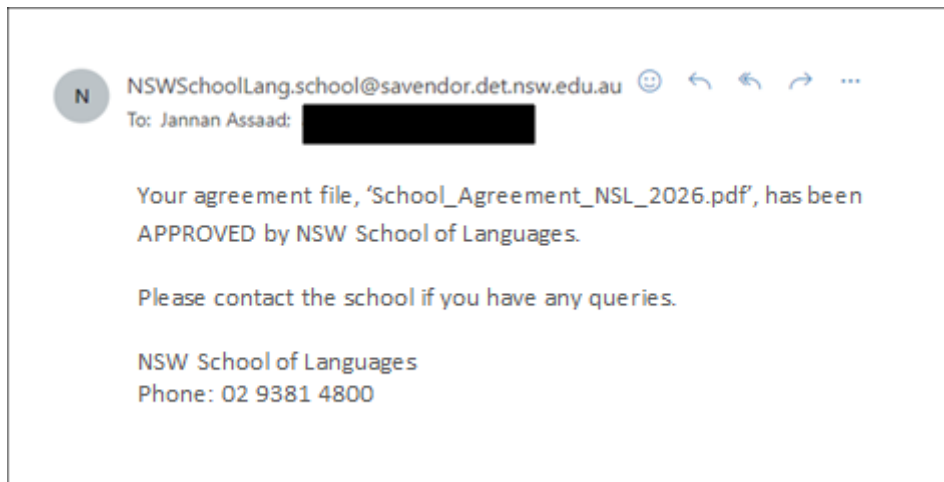
No file chosen

Please upload PDF, DOC, DOCX, ZIP files only

Files for 2026	Size	Uploaded	Approved
School_Agreement_NSL_2026.docx	8.7kb	9 JUN 2025 16:50	YES

### Step 5. School Agreement approval email

Your school will receive an email to the school email address confirming that the agreement has been approved by NSW School of Languages. Please contact us if you do not receive this email.



If you have queries about uploading the School Agreement to the DEMS School Portal, please [email](#) us.

## 4. Uploading a student Enrolment Application Form

Before applying, schools must have already:

- submitted a School Agreement on the DEMS School Portal for the related year
- received approval for the School Agreement by NSL.

If your school **has not** completed the School Agreement, please read the information relating to Agreements [here](#).

If your School Agreement has been approved, the online student enrolments option will be available in the DEMS Schools Portal. Please follow the steps below to submit an online enrolment application.

### Step 1. Access the Home School Portal

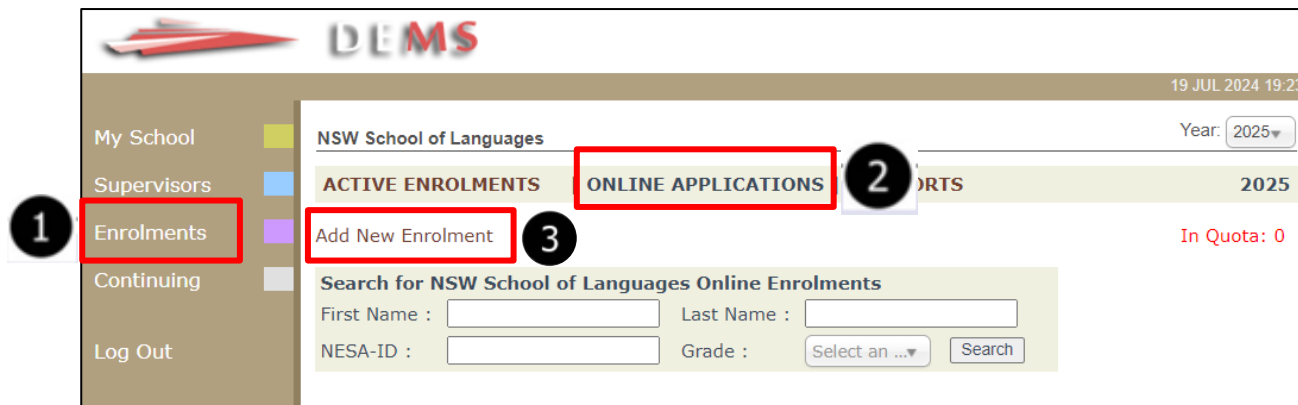
### Step 2. Set the year

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to the year you are applying for, e.g. **2026**.

The screenshot shows the DEMS School Portal interface. On the left, a navigation menu has 'My School' circled in red with a '1' in a black circle next to it. The main content area displays the 'NSW School of Languages' form. At the bottom of the form, the 'Year' dropdown menu is circled in red with a '2' in a black circle next to it, showing '2026' selected. The form includes fields for Name, Address, City, State, Postcode, Phone, Fax, PO Address, Login, Password, Email, Secondary Students, and Quota. The 'Update My School' button is at the bottom.

### Step 3. Access the Online Applications section

- I. Select the **Enrolments** heading on the left side menu.
- II. Click on **ONLINE APPLICATIONS**.
- III. Click on **Add New Enrolment**.



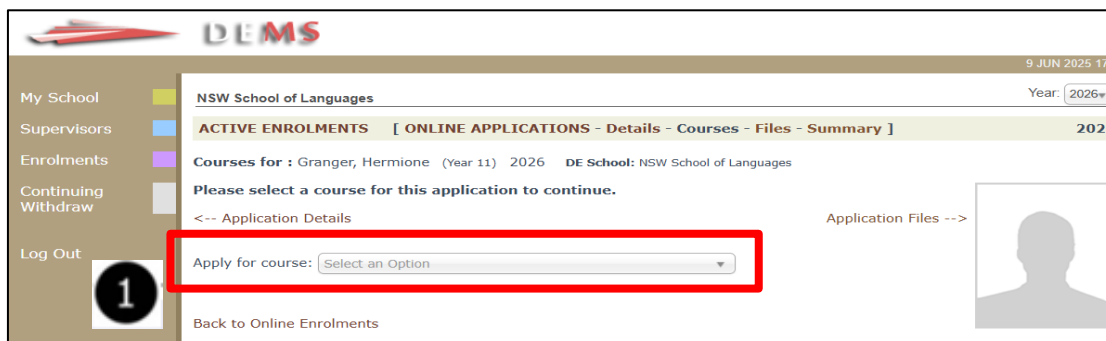
### Step 4. Fill in the student's details

- I. Fill in the fields on the details page below. **Note:** The fields with an \* are required fields. The **ERN\*** field will not appear for students enrolled in NSW non-government schools.
- II. In the **DE School\*** field, select **NSW School of Languages** from the drop-down list. If the school does not appear, please ensure you have uploaded your School Agreement, and it has been approved by NSL.
- III. In the **Supervisor** field, select an existing supervisor listed in DEMS. If the supervisor is not on the list, the application can still be uploaded, however please contact NSL to add the supervisor.
- IV. Once the required information is entered, click on the **Create Online Application for 2026** button.

The screenshot shows the 'ONLINE APPLICATIONS - Details' page. The left navigation menu has 'Enrolments' selected. The main content area is titled 'NSW School of Languages' and 'ACTIVE ENROLMENTS [ ONLINE APPLICATIONS - Details ]'. The 'Application Year\*' is set to '> 2026'. Below this are several form fields: 'ERN\*', 'First Name\*', 'Pref Name', 'Last Name\*', 'NESA ID', 'Student DET Email\*', 'Student Mobile', 'Gender\*' (with a dropdown), 'Date Of Birth' (with a date picker set to 13-Jan-1995), 'Application Grade\*' (with a dropdown), 'Mode' (set to 'Single Course'), 'DE School\*' (set to 'No DE School Agreements available for 2026'), 'Supervisor' (with a dropdown), and 'Application Date' (set to 'New Application'). At the bottom, the 'Create Online Application for 2026' button is highlighted with a red box.

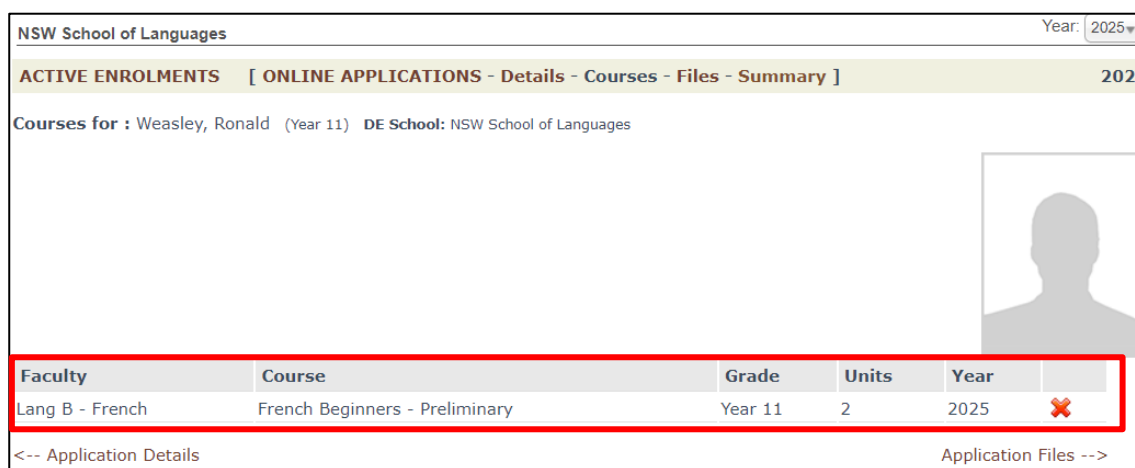
## Step 5. Select the course and upload application file(s)

- I. Choose the student's **course** from the drop-down list.



The screenshot shows the DEMS application interface. The user is logged in as a supervisor for the NSW School of Languages. The page displays the student's details: Granger, Hermione (Year 11) 2026. The course selection dropdown menu is highlighted with a red box and contains the text "Apply for course: [Select an Option]". A red circle with the number "1" is placed over the dropdown menu.

- II. The course will appear listed on the screen. If the incorrect course was selected, delete it by clicking on the **X** and then choose the correct course from the same list.  
Now, click on the **Application Files** heading underneath the **X** in the snapshot below.



The screenshot shows the DEMS application interface with a table of available courses. The table has columns for Faculty, Course, Grade, Units, Year, and a delete button (X). The course "Lang B - French" is highlighted with a red box, and the delete button (X) is also highlighted. A red circle with the number "2" is placed over the delete button.

Faculty	Course	Grade	Units	Year	
Lang B - French	French Beginners - Preliminary	Year 11	2	2025	X

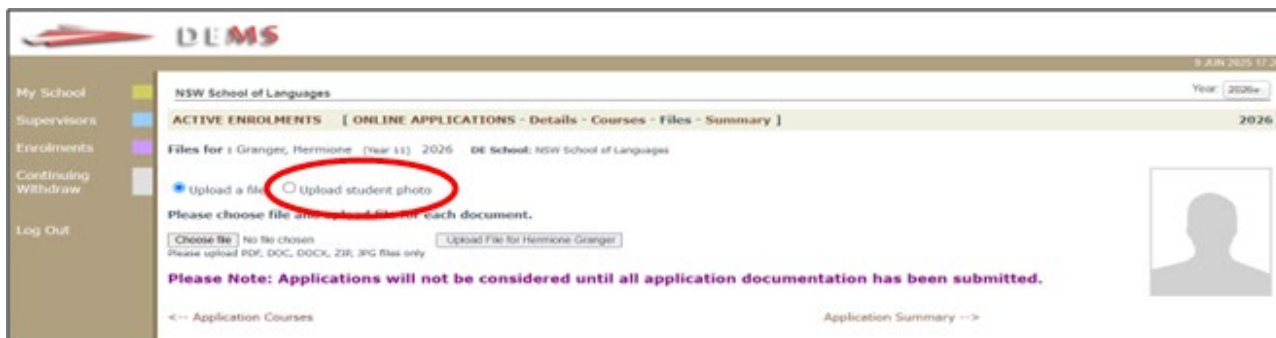
- III. Click on the **Upload a file** button to upload the student's application form and any accompanying documents.



The screenshot shows the DEMS application interface with the "Upload a file" button highlighted with a red circle. The page displays the student's details: Granger, Hermione (Year 11) 2026. The "Upload a file" button is located under the "Application Files" heading. A red circle with the number "2" is placed over the "Upload a file" button.

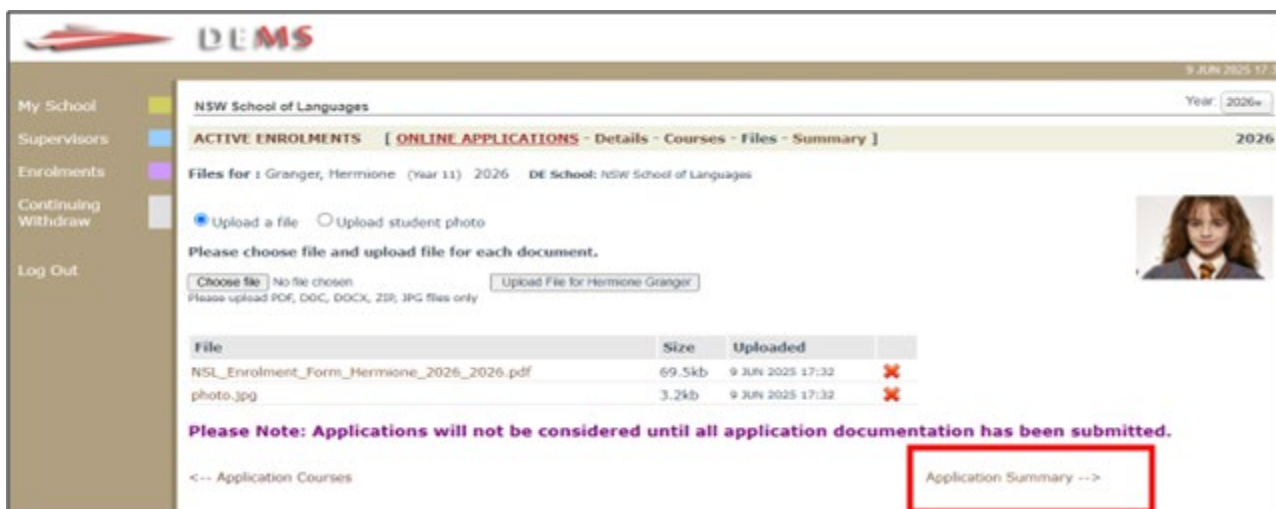
- IV. For NSW public school students, please **upload the student photo** (note the photo file type and size restrictions).

For NSW non-government school students, please upload the photo once the enrolment has been finalised. Please do not use the upload a file option to upload a photo.



### Step 6. View the Application Summary

The student's application form file (s) (and photo, if **upload photo** option available) should now appear. Click on the **Application Summary** to view the student's details that you have provided.




The summary now appears. Click on **Back to Online Applications** to check the status of the online enrolment.

NSW School of Languages Year: 2026v

**ACTIVE ENROLMENTS** [ **ONLINE APPLICATIONS - Details - Courses - Files - Summary** ] 2026

ERN\* : 123456783  
 First Name\* : Hermione  
 Pref Name:  
 Last Name\* : Granger  
 NESA ID :



Student DET Email : hermione.granger@education.nsw.gov.au  
 Student Mobile :

Gender\* : Female  
 Date Of Birth : 1 JAN 2009  
 Application Year\* : Year 11 in 2026

Mode : Single Course  
 DE School\* : NSW School of Languages  
 Supervisor : Assaad, Jannan  
 Application Date : 9 JUN 2025 17:21

Faculty	Courses	Grade	Units	Year
Lang B - French	French Beginners - Preliminary	Year 11	2	0

Files	Size	Uploaded
NSL_Enrolment_Form_Hermione_2026_2026.pdf	69.5kb	9 JUN 2025 17:32
photo.jpg	3.2kb	9 JUN 2025 17:32

**Please Note: Applications will not be considered until all application documentation has been submitted.**

**Application Status: Pending**

<-- Enrolment Applications

**Back to Online Applications**

The **status** set for your online application has been set to **Lodged**. You may click on the paper and pencil icon to amend details, change the course(s), upload files and review the application summary in this status.

You can also delete the application in Lodged status by clicking on the **X**.

NSW School of Languages Year: 2026v

**ACTIVE ENROLMENTS** [ **ONLINE APPLICATIONS** ] **REPORTS** 2026

Add New Enrolment

In Quota: 0

Search for NSW School of Languages Online Enrolments

First Name :  Last Name :   
 NESA-ID :  Grade :

[ Recently Updated ] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status	Files
 123456783	Granger, Hermione		Year 11	NSW School of Languages	9 JUN 2025	9 JUN 2025 17:21	Lodged	1 <input type="button" value="Pencil"/> <input type="button" value="X"/>

Showing 1 to 1 of 1 entries

## Step 7. Viewing your enrolment reference number and status

After you have uploaded your application and within **15 working days**:

- I. Check your online applications in the DEMS school portal. If the status has changed to **Pending**, this means we have begun processing your application.

ONLINE APPLICATIONS

Lodged - Pending - Approved - Denied - G

Search for NSW School of Languages Online Applications

First Name:  Last Name:  School:

NESA-ID:  Grade:  Search

Pending Status | Found 1 Enrolments...

Copy CSV Excel Print

ERN	Student	NESA-ID	Grade	School	Quota	Courses	Applied	Updated	Status
123456783	Granger, Hermione		Year 11	NSW School of Languages	0/0	French Beginners - Preliminary	9 JUN 2025 17:21	9 JUN 2025 18:14	Pending

Showing 1 to 1 of 1 entries

- II. Click on the **notepad icon** next to status (circled below). This icon indicates that we have assigned the application a reference number.

ACTIVE ENROLMENTS [ ONLINE APPLICATIONS ] REPORTS 2026

Add New Enrolment G In Quota: 0

Search for NSW School of Languages Online Enrolments

First Name:  Last Name:

NESA-ID:  Grade:  Search

[ Recently Updated ] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status	Files
123456783	Granger, Hermione		Year 11	NSW School of Languages	9 JUN 2025	9 JUN 2025 18:14	Pending	1

Showing 1 to 1 of 1 entries

- III. Find the reference number which should appear in the **Application Notes** section. Please quote this reference number when contacting and enquiring about the application.

NSW School of Languages Year: 2026

ACTIVE ENROLMENTS [ ONLINE APPLICATIONS - Summary - Files ] 2026

ERN\* : 123456783

First Name\* : Hermione

Pref Name:

Last Name\* : Granger

NESA ID :

Student DET Email : hermione.granger@education.nsw.gov.au

Student Mobile :

Gender\* : Female

Date Of Birth : 1 JAN 2009

Application Year\* : Year 11 in 2026

Mode : Single Course

DE School\* : NSW School of Languages

Supervisor : Assaad, Jannan

Application Date : 9 JUN 2025 17:21

Faculty	Courses	Grade	Units	Year
Lang B - French	French Beginners - Preliminary	Year 11	2	0

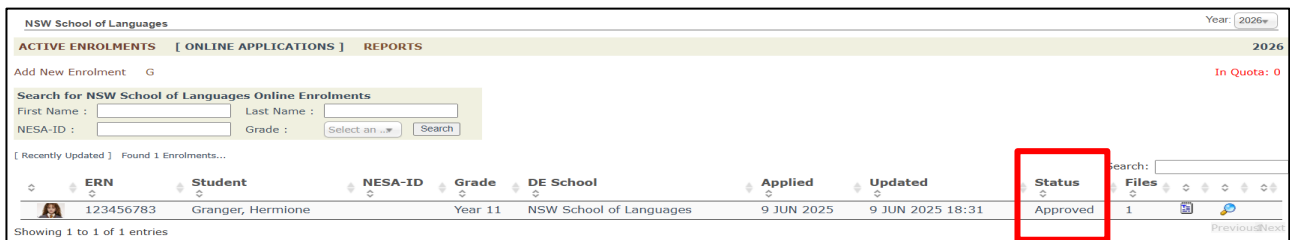
Files	Size	Uploaded
NSL_Enrolment_Form_Hermione_2026_2026.pdf	69.5kb	9 JUN 2025 17:32
photo.jpg	3.2kb	9 JUN 2025 17:32

Please Note: Applications will not be considered until all application documentation has been submitted.

Application Notes: 2000

Back to Online Applications

- IV. Once the enrolment is finalised and approved by NSL, the status will be changed to **Approved**. An automatic email will be sent to the home school email address.



NSW School of Languages

Year: 2026

ACTIVE ENROLMENTS | ONLINE APPLICATIONS | REPORTS

Add New Enrolment G In Quota: 0

Search for NSW School of Languages Online Enrolments

First Name : Last Name :  
NESA-ID : Grade : Select an ... Search

[ Recently Updated ] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status	Files
123456783	Granger, Hermione		Year 11	NSW School of Languages	9 JUN 2025	9 JUN 2025 18:31	Approved	1

Showing 1 to 1 of 1 entries

If you have queries about completing and uploading an online enrolment application to the DEMS Home School Portal, please [email](#) us.

## 5. Uploading files to the DEMS School Portal

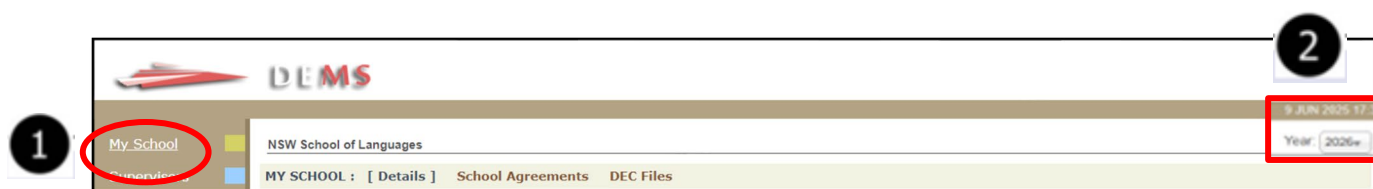
To improve efficiency and reduce the reliance on email communication/attachments, a **Files** repository in the DEMS School Portal has been created. Please continue to submit Change of Date/Venue for assessments directly to the [school email](#) address as stated on the form.

Supervisors will need to access the DEMS School Portal and follow the steps below.

### Step 1. Access the DEMS School Portal

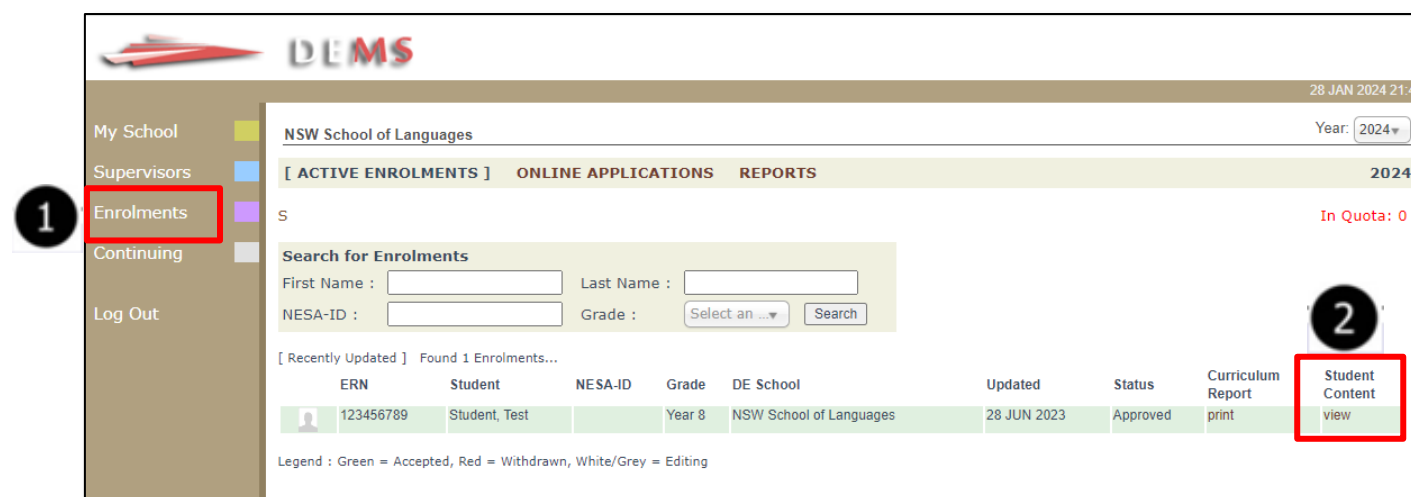
### Step 2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to the year you are applying for e.g. **2026**.



### Step 3. Access the Enrolments section

- I. Select the **Enrolments** heading on the left side menu.
- II. All students from your school studying a language at NSL will appear. In the Student Content column for the student, click on the word **view**.



## Step 4. Upload a file

- I. Select the **Files** heading on the left side menu (the last option).
- II. Select the **Upload a file** button and then click on the **Choose file** button to navigate and select the file required.
- III. Click on the **Upload File for Student** button and the file should appear listed on your screen.

**Note:** Click on the red **X** icon to delete the file if required.

The screenshot shows the DEMS interface for the NSW School of Languages. The left-hand navigation menu has 'Files' highlighted with a red box and a circled '1'. The main content area shows the 'STUDENT FILES' section for 'Student - Year 8 - 2024'. The 'Upload a file' section has a 'Choose File' button highlighted with a red box and a circled '2'. Below it, the 'Upload File for Test Student' button is also highlighted with a red box and a circled '3'. A table below shows a file named 'NSWSchoolofLanguages\_Medical\_document.docx' with a size of 12kb and an upload date of 28 JAN 2024 21:56, with a red 'X' icon in the 'Uploaded' column. A student photo placeholder is visible on the right.

File	Size	Uploaded
NSWSchoolofLanguages_Medical_document.docx	12kb	28 JAN 2024 21:56 <span style="color: red;">✘</span>

## 6. Uploading student photos to the DEMS School Portal

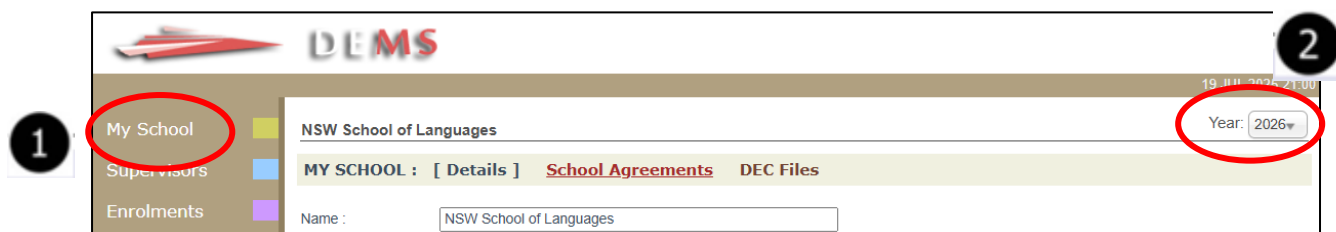
### Note:

Supervisors of **NSW non-government schools** can upload a student photo once the enrolment has been approved.

### Step 1. Access the DEMS School Portal

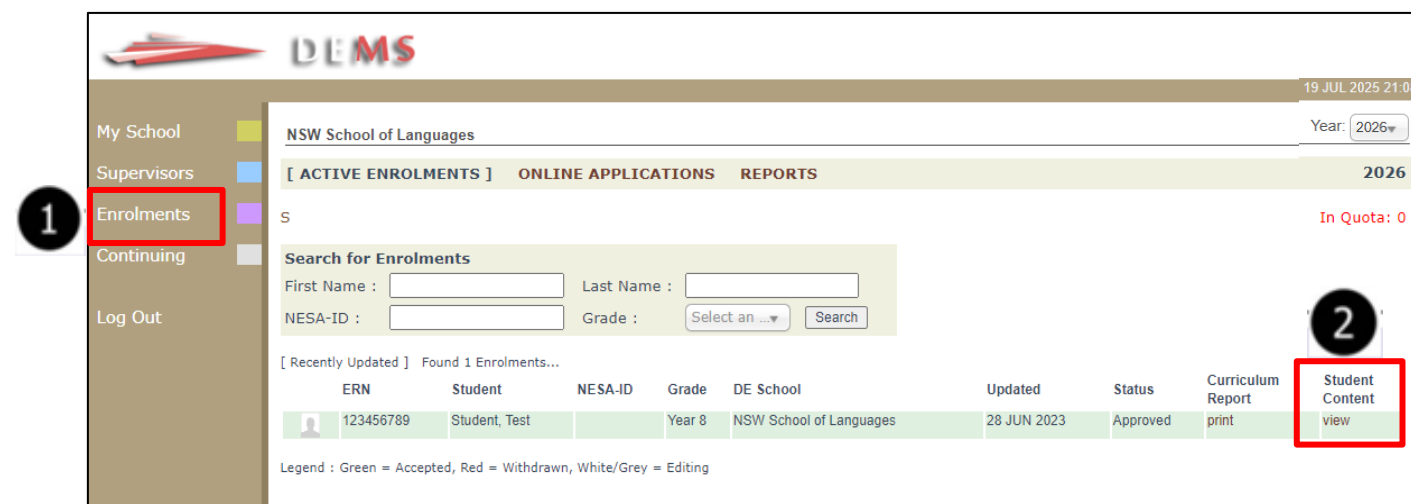
### Step 2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to the year the student is enrolled in, for example **2026**.



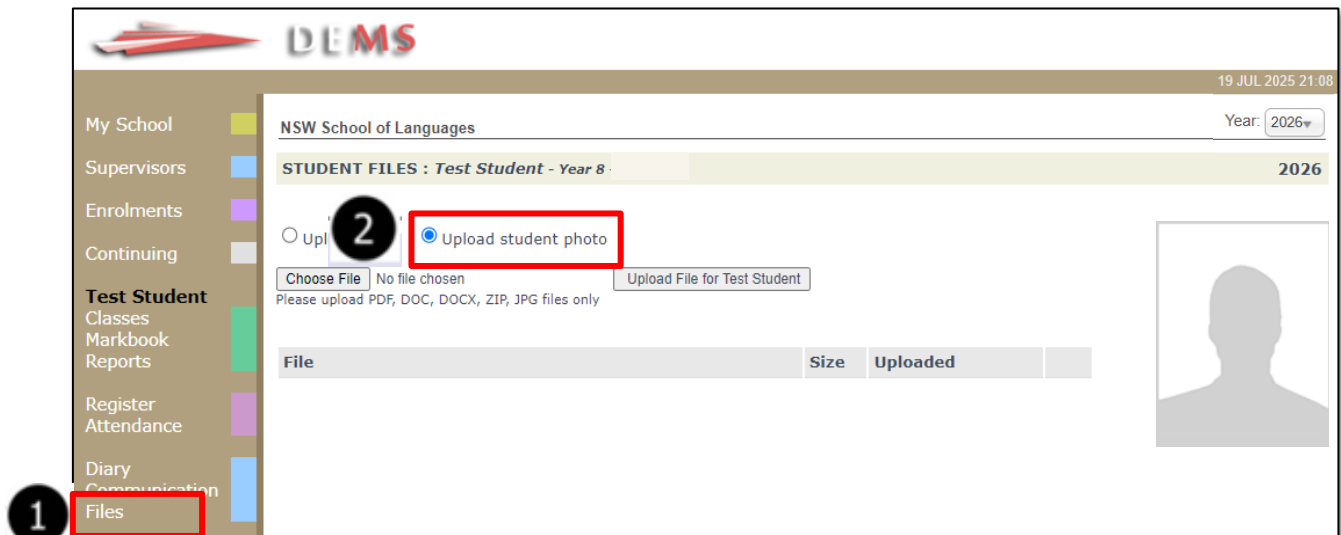
### Step 3. Access the Enrolments section

- I. Select the **Enrolments** heading on the left side menu.
- II. All students from your school studying a language at NSL will appear. In the Student Content column for the student, click on the word **view**.

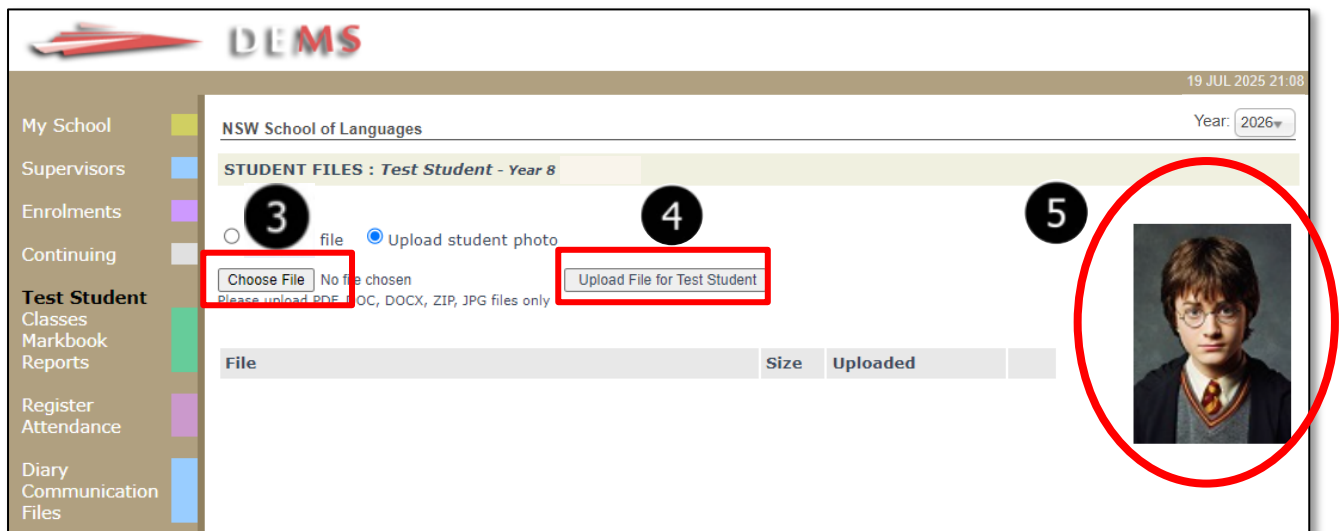


## Step 4. Upload a student photo

- I. Select the **Files** heading on the left side menu (the last option listed).
- II. Click on the **Upload student photo** button.



- III. Click on the **Choose File** button to navigate and select the photo required.  
**Note:** only JPG files accepted.
- IV. Click on the **Upload File for Student** button.
- V. The photo should now appear in the student profile photo box.



If you have queries about uploading files to the DEMS Supervisor Portal, please [email](#) us.

## 7. Accessing student curriculum reports

1. Select the **Enrolments** heading on the top left hand side menu. A list of all of the students studying via Distance Education at your school will appear.

Current students will appear highlighted in **green** and students who have withdrawn will appear in **pink**. This information is also available in the Status column.

My School  
Supervisors  
**Enrolments**  
Continuing  
Log Out

24 JUN 2025 23:07  
Year: 2026

[ ACTIVE ENROLMENTS ] ONLINE APPLICATIONS REPORTS 2026

B C G H I J K M N O V Z In Quota: 0

Search for Enrolments  
First Name : Last Name :  
NESA-ID : Grade : Select an ... Search

[ Recently Updated ] Found 18 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Student names are listed here		Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
	Student names are listed here		Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Student names are listed here		Year 12	NSW School of Languages	25 OCT 2022	Approved	print	view
	Student names are listed here		Year 9	NSW School of Languages	14 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Student names are listed here		Year 12	NSW School of Languages	1 DEC 2022	Approved	print	view
	Student names are listed here		Year 9	Secondary College of Languages	5 MAY 2022	Approved	print	view
	Student names are listed here		Year 7	Secondary College of Languages	21 NOV 2023	Approved	print	view
	Student names are listed here		Year 10	Secondary College of Languages	14 NOV 2021	Approved	print	view
	Student names are listed here		Year 10	Secondary College of Languages	20 MAY 2024	Withdrawn	print	view

2. Select the **print** option for the student to access their **Curriculum Report**.

My School  
Supervisors  
**Enrolments**  
Continuing  
Log Out

24 JUN 2025 23:07  
Year: 2026

[ ACTIVE ENROLMENTS ] ONLINE APPLICATIONS REPORTS 2026

B C G H I J K M N O V Z In Quota: 0

Search for Enrolments  
First Name : Last Name :  
NESA-ID : Grade : Select an ... Search

[ Recently Updated ] Found 18 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Student names are listed here		Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
	Student names are listed here		Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Student names are listed here		Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view

### 3. The Curriculum Report provides the following details for each individual student:

- the course name
- the module number and resource (i.e., the sequence and name of the modules on the student’s course schedule)
- feedback from the teacher on each module and speaking lesson
- date returned/completed.

Curriculum Report for : [REDACTED]				Engage Scale	Feedback	Date Sent	Date Returned	Date Marked
French 200 hours - Year 9	[1]	Module 0 - Orientation: My culture, my identity			09 FEB 24 - Online speaking lesson - Mr Andy Douglas Douglas - Had introductory lesson where Saskia received her digital workbook, learnt how to navigate Canvas, the Course Schedule, sending a message in Canvas, and discussed working on Module 0 this week	12 FEB 2024	18 FEB 2024	
French 200 hours - Year 9	[2]	Module 1 – How much French do I already know?			16 FEB 24 - Online speaking lesson - Mr Andy Douglas Douglas - Did speaking lesson for Module 1 focussing on phone etiquette. You have a good habit of monitoring yourself and self-correcting in realtime if necessary, a terrific skill to have for learning. Practise the word "monsieur" a little more. 21 FEB 24 - Feedback from Teacher - - 1.4 Bonjour! - Dialogue of introduction (Part 1) Well done Saskia. A succinct dialogue with a range of all relevant vocabulary from the module. I like how you have experimented with manipulating the language we've learned into other possible combinations. See Canvas feedback for a few spelling corrections. 21 FEB 24 - Feedback from Teacher - - 1.4 Bonjour! - Dialogue of introduction (Part 1) Well done Saskia. A succinct dialogue with a range of all relevant vocabulary from the module. I like how you have experimented with manipulating the language we've learned into other possible combinations. See Canvas feedback for a few spelling corrections.	16 FEB 2024	21 FEB 2024	
French 200 hours - Year 9	[3]	Module 2 First meetings – How do I share personal information?			26 FEB 24 - Online speaking lesson - Mr Andy Douglas Douglas - Did speaking lesson for Module 2. All questions answered with relevant information. To improve your pronunciation, use the phonetic guides and the audio tracks embedded on the Canvas pages. Listen, read simultaneously and observe the conventions, repeat as closely to the model as you can. Remember to use the verb "avoir" (to have) when expressing ages. 01 MAR 24 - Feedback from Teacher - - 2.0 Enchant(e) - Dialogue (continued) A succinct addition to your dialogue using each of the key points from Module 2. Mostly accurate spelling and structure, just remember to include an apostrophe to represent missing letters from contracted words, and note words that include accents, which are as important as the actual letters when considering spelling. 01 MAR 24 - Feedback from Teacher - - 2.0 Enchant(e) - Dialogue (continued) A succinct addition to your dialogue using each of the key points from Module 2. Mostly accurate spelling and structure, just remember to include an apostrophe to represent missing letters from contracted words, and note words that include accents, which are as important as the actual letters when considering spelling. 08 MAR 24 - Feedback from Teacher - - 2.4 Prior learners – Celebrations in France It's great to see you attempting activities intended for background speakers and prior learners, you did really well :-) 08 MAR 24 - Feedback from Teacher - - 2.4 Prior learners – Celebrations in France It's great to see you attempting activities intended for background speakers and prior learners, you did really well :-)	23 FEB 2024	8 MAR 2024	

The Curriculum Report allows us to:

- track the student’s progress in the course
- view a record of the student’s engagement and work submission frequency in the course.

**Note:**

The **Feedback** comments for students on the Curriculum Report may vary and only reflect a summary of the overall feedback provided to the student by their teacher via Canvas.

## 8. Accessing student content

1. From the **Enrolments** section, select the **view** option for the student to access their **Student Content**.

DEMMS

24 JUN 2025 23:07

My School: Port Hacking High School

Supervisors: [ ACTIVE ENROLMENTS ] ONLINE APPLICATIONS REPORTS

Enrolments: B C G H I J K M N O V Z

Continuing: [ ]

Search for Enrolments

First Name :  Last Name :

NESA-ID :  Grade :

In Quota: 0

NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
	Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
	Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view

Student names are listed here

2. The Student Content section will allow you to access a range of information, including:

DEMMS

My School

Supervisors

Enrolments

**Student**

Classes

Markbook

Reports

Register

Attendance

Communication

General Articles

Student Notices

Log Out

CLASSES : Student

Faculty: Languages

Course: French 100 hours

**Classes:** a list of the teacher details and course(s) in which the student is enrolled.

**Markbook:** a record of the Assessment tasks and marks achieved. A line graph indicating the student's % mark in relation to the cohort is also provided to display a visual comparison of the student's mark for each assessment task.

**Reports:** access to download Semester 1 and Semester 2 Student Reports.

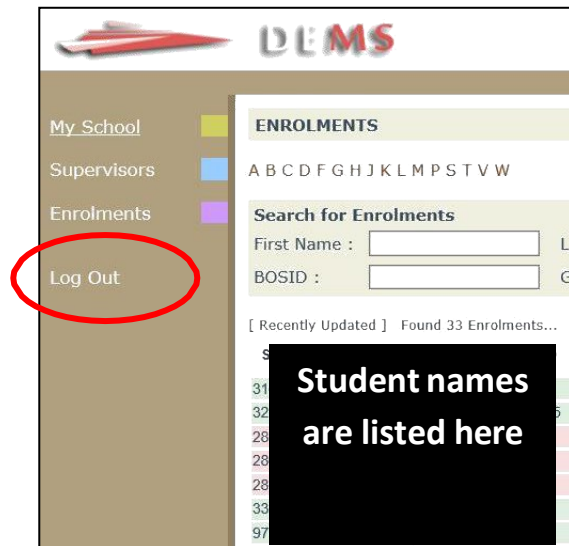
**Register/Communication:** a record of the student's course communications.

**Attendance:** a record of the student's attendance in speaking lessons.

**General Articles:** links to various information and websites, if available.

**Student Notices:** reminders and notifications for students, if available.

3. Please **log out** of the DEMS Home Schools Portal once you have finished monitoring and checking the students' available data.



## 9. Intention to Continue for 2026

To facilitate our planning for 2026, please complete the student intentions to continue their language learning through the DEMS School Portal.

Please discuss with your Year 9 and Year 11 students their intention to continue their studies at NSW School of Languages for Year 10 and Year 12 in 2026.

Once you know the students' intentions, please follow the steps below.

### Note:

The Intention to Continue process is **not** the same as, and **not** designed for, Withdrawing students. It is designed solely to ascertain and generate a list of students who intend to continue with their language studies in 2026 for the purpose of roll over. To request a student's withdrawal in the current year, please see the ***Withdrawing Students Guide*** available on our website.

### Step 1. Access the DEMS School Portal

### Step 2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to the current year: **2025**.

The screenshot shows the DEMS School Portal interface. On the left side, there is a navigation menu with the following items: My School (circled in red and labeled with a '1'), Supervisors, Enrolments, Continuing Withdraw, and Log Out. The main content area is titled 'NSW School of Languages' and contains a form for school details. The form includes fields for Name, Address, City, State, Postcode, Phone, Fax, PO Address, Login, Password, Email, and Secondary Students. At the bottom of the form, there is a 'Year' dropdown menu (circled in red and labeled with a '2') set to '2025' and an 'Update My School' button.

### Step 3. Access the Continuing section

- I. Select the **Continuing** heading on the left side menu. A list of the students enrolled with us will appear on your screen.

NSW School of Languages

Year: 2025

[ CONTINUING ENROLMENTS ] WITHDRAW ENROLMENTS 2025

**Search for Continuing Enrolments**

First Name :  Last Name :   
NESA-ID :  Grade :

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once.  
**If you require a change on a student's continuing enrolment, please email the school.**  
If you are unsure, please leave blank.

[ Recently Updated ] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing	Reason
Year 12	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ	27 JUL 2023 13:23	[NSL]	<input type="text"/>	

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

### Step 4. Complete student intention

- I. In the **Continuing column**, select the students' intention from the drop-down list:

**Yes** if the student is continuing with their language studies in 2026

or

**No** if the student will NOT continue with their language studies in 2026.

Please do this for all students on the list. If you are unsure whether the students listed will be continuing, please leave **blank**.

- II. Once completed, click on the **Update Enrolments** button to save your selections.

NSW School of Languages

Year: 2025

[ CONTINUING ENROLMENTS ] WITHDRAW ENROLMENTS 2025

**Search for Continuing Enrolments**

First Name :  Last Name :   
NESA-ID :  Grade :

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once.  
**If you require a change on a student's continuing enrolment, please email the school.**  
If you are unsure, please leave blank.

[ Recently Updated ] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing	Reason
Year 12	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ	27 JUL 2023 13:23	[NSL]	<input type="text"/>	

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

If you require a change on the student's continuing enrolment, please [email](#) us.

## 10. Withdrawing students via the DEMS School Portal

A request to withdraw students who have decided to discontinue studying their language course at NSW School of Languages can be made via the DEMS School Portal.

Follow the steps below on withdrawing students.

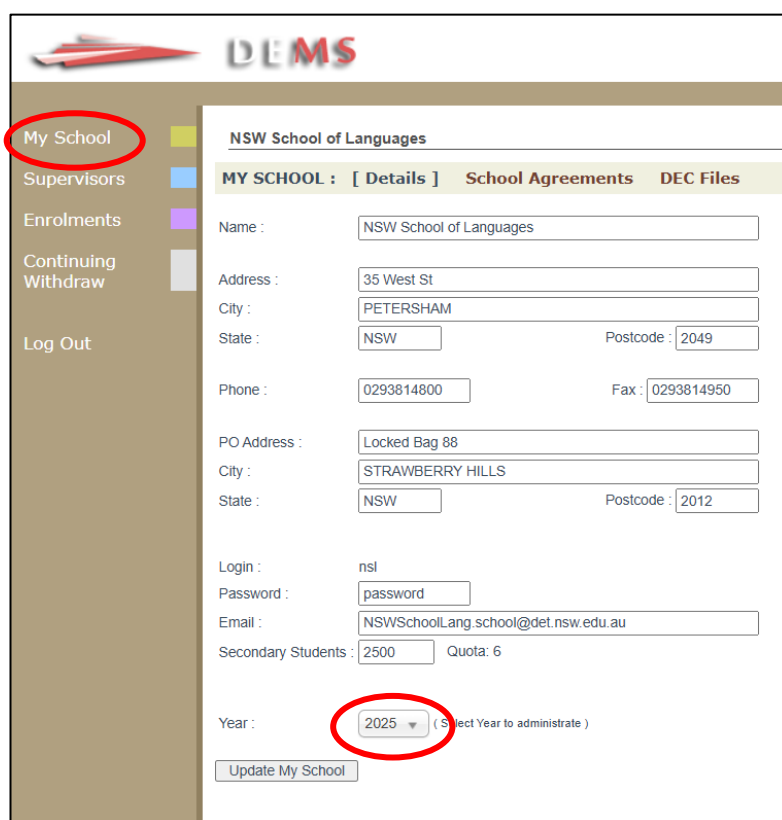
### Note:

Supervisors are kindly asked to **not** withdraw students who are not continuing for the following year. This information can be provided to us via the Portal's **Continuing** section instead. Please see the **Intention to Continue Guide** available on our website.

### Step 1. Access the DEMS School Portal

### Step 2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to the current year, for example **2025**.



The screenshot shows the DEMS School Portal interface. On the left, a navigation menu includes 'My School' (circled in red), 'Supervisors', 'Enrolments', 'Continuing Withdraw', and 'Log Out'. The main content area is titled 'NSW School of Languages' and contains a 'MY SCHOOL' section with tabs for 'Details', 'School Agreements', and 'DEC Files'. The 'Details' tab is active, displaying a form with the following fields:

- Name: NSW School of Languages
- Address: 35 West St
- City: PETERSHAM
- State: NSW
- Postcode: 2049
- Phone: 0293814800
- Fax: 0293814950
- PO Address: Locked Bag 88
- City: STRAWBERRY HILLS
- State: NSW
- Postcode: 2012
- Login: nsl
- Password: password
- Email: NSWSchoolLang.school@det.nsw.edu.au
- Secondary Students: 2500
- Quota: 6
- Year: 2025 (Selected Year to administrate)

An 'Update My School' button is located at the bottom of the form. The 'Year' dropdown menu is circled in red, indicating the current year is set to 2025.

### Step 3. Access the Withdraw section

- I. Select the **Withdraw** heading on the left side menu.
- II. In the drop down of the Withdraw column for the student, click on **Confirm**.

9 JUN 2025 15:16

My School: NSW School of Languages Year: 2025

Supervisors: CONTINUING ENROLMENTS [ WITHDRAW ENROLMENTS ] 2025

Enrolments

**Withdraw**

Log Out

**Search for Enrolments to Withdraw**

First Name :  Last Name :

NESA-ID :  Grade :

Please select CONFIRM for any student that is withdrawing from their course prior to completion. A withdrawal Reason is required. This can only be done once.  
**If you require a change on a student's continuing enrolment, please email the school.**  
If you are unsure, please leave blank.

Grade	Student	DE School	Course	Class	Updated	Updated By	Withdraw	Reason
Year 12	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ	27 JUL 2023 13:23	[NSL]	<input type="button" value="CONFIRM"/>	

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

### Step 4. Provide a reason for the withdrawal

- I. In the **Reason** column provide a brief explanation for the withdrawal.
- II. Click on the **Update Enrolments** button to save your confirmation.

**Note:** The Reason column must be filled in to confirm the withdrawal.

9 JUN 2025 15:1

My School: NSW School of Languages Year: 2025

Supervisors: CONTINUING ENROLMENTS [ WITHDRAW ENROLMENTS ] 2025

Enrolments

Continuing Withdraw

Log Out

**Search for Enrolments to Withdraw**

First Name :  Last Name :

NESA-ID :  Grade :

Please select CONFIRM for any student that is withdrawing from their course prior to completion. A withdrawal Reason is required. This can only be done once.  
**If you require a change on a student's continuing enrolment, please email the school.**  
If you are unsure, please leave blank.

Grade	Student	DE School	Course	Class	Updated	Updated By	Withdraw	Reason
Year 12	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ	27 JUL 2023 13:23	[NSL]	<input type="button" value="CONFIRM"/>	Going overseas

A member of the NSL Enrolments team will then review your request and action once approved. The supervisor may be contacted for further information if required.

If you have queries about withdrawing students via the School Portal, please email us: [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au)

## Course codes

The person at your school responsible for completing the NESA Confirmation of Entries will need these codes for entering the subject studied at NSW School of Languages.

### NSW Education Standards Authority (NESA) course codes

Each year you will need to ensure that Year 10, 11 and 12 students studying with us are enrolled into the correct language course(s) with [NESA Schools Online](#). The person authorised at your school to complete NESA Confirmation of Entry can use the codes in the table below. Please be mindful of entries for year 10. If a Year 10 student has studied year 9 & 10 with us, the student is assigned the 200 hour course code. If a student is completing 100 hours with us and they have studied 100 hours of the target language in year 9, elsewhere, they are assigned the 200 hour course code. If a student has studied only 1 year of a language with us and at no other location in year 9, they will be assigned the 100 hour course code.

### (NSL school code 5000)

Year 10 Stage 5	
Course name	NESA code
Chinese 200 hours	810
Chinese 100 hours	811
French 200 hours	870
French 100 hours	871
German 200 hours	880
German 100 hours	881
Indonesian 200 hours	910
Indonesian 100 hours	911
Italian 200 hours	920
Italian 100 hours	921
Japanese 200 hours	930
Japanese 100 hours	931
Korean 200 hours	940
Korean 100 hours	941
Latin 200 hours	950
Latin 100 hours	951
Modern Greek 200 hours	990
Modern Greek 100 hours	991
Russian 200 hours	1010
Russian 100 hours	1011
Spanish 200 hours	1040
Spanish 100 hours	1041

<b>Preliminary courses</b>	
<b>Course name</b>	<b>NESA code</b>
Chinese Beginners	11530
Chinese Continuers	11540
Chinese in Context	11547
English EAL/D	11165
French Beginners	11630
French Continuers	11640
German Beginners	11650
German Continuers	11660
Indonesian Beginners	11690
Indonesian Continuers	11700
Italian Beginners	11720
Italian Continuers	11730
Japanese Beginners	11740
Japanese Continuers	11750
Japanese in Context	11757
Korean Beginners	11780
Korean Continuers	11790
Korean in Context	11797
Latin Continuers	11810
Modern Greek Beginners	11870
Modern Greek Continuers	11880
Portuguese Continuers	11920
Russian Continuers	11935
Spanish Beginners	11960
Spanish Continuers	11970

<b>HSC courses</b>	
<b>Course name</b>	<b>NESA code</b>
Chinese Beginners	15540
Chinese Continuers	15550
Chinese Extension	15570
Chinese in Context	15557
English EAL/D	15155
French Beginners	15670
French Continuers	15680
French Extension	15690
German Beginners	15700
German Continuers	15710
German Extension	15720
Indonesian Beginners	15750
Indonesian Continuers	15760
Indonesian Extension	15780
Italian Beginners	15790
Italian Continuers	15800
Italian Extension	15810
Japanese Beginners	15820
Japanese Continuers	15830
Japanese Extension	15850
Japanese in Context	15837
Korean Beginners	15870
Korean Continuers	15880
Korean in Context	15887
Latin Continuers	15900
Modern Greek Beginners	15970
Modern Greek Continuers	15980
Modern Greek Extension	15990
Portuguese Continuers	16030
Russian Continuers	16045
Spanish Beginners	16070
Spanish Continuers	16080
Spanish Extension	16090

Last updated: 22/07/2025