



*Information for
Adult Students
2024*



Government of South Australia
Department for Education

Dear students

Thank you for your enquiry about language studies at the School of Languages. Whether you already have some knowledge of the language you wish to study, or are starting from the beginning, the benefits of language learning for your education and personal development will be long lasting.

Being able to communicate in another language has obvious practical benefits in an increasingly globalised world. Research provides clear evidence of the positive influence of language learning on adults' cognitive, intellectual and intercultural development.

At the School of Languages students are involved in an engaging program developed around their knowledge and skills. They learn how to communicate in the language of their choice, to make connections between their own language and culture and the one studied and they develop the capability to reflect on themselves as learners.

All our senior secondary courses are accredited by the South Australian Certificate of Education (SACE) Board and count towards the completion of the SACE.

We hope that you will find the enclosed information both relevant and useful. Please note that our website www.schooloflanguages.sa.edu.au also has further information.

The School of Languages is on Facebook and Instagram and I encourage you to like, follow and share our page!

School of Languages Principal





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SECTION 1:

Useful information before lessons start

Eligibility

Students must be under 21 years of age and studying a language towards their SACE to be eligible to enrol. Exemptions apply to adults enrolling in Australian Languages and Auslan and to those students who are over 21 and on a SACE Pathways Plan.

Working with Children Check (WWCC)

It is a requirement of the Government of South Australia that adult students over the age of 18 undertake a child-related employment screening check. Enrolment in government schools is subject to the outcome of this screening process. Confirmation of your enrolment is pending the School's receipt of your WWCC clearance. Please see the School's website for relevant information and forms.

Lesson time, length and location

Adult students have weekly three-hour lessons.

In response to community needs and in partnership with mainstream schools, the school has over the years established a number of Teaching Centres.

For the most up-to-date list of languages, courses and Teaching Centres for this year, please refer to the Years 7-12 Timetable which can be found on the School's website at www.schooloflanguages.sa.edu.au

Enrolment procedures

All new enrolments must be discussed with the School of Languages Adult Enrolment Officer prior to submitting an enrolment form. You can contact the school on 8301 4800 during office hours or submit an enquiry via the School's website contact form.

Once enrolments are approved, you will receive a Confirmation of Enrolment letter via email, along with other information relevant to language learning at the School of Languages.

First lesson

All classes begin in Week 2 of Term 1. During this lesson, detailed information about the course will be provided.

Where to report for the first lesson

Students attending Adelaide High School classes should report to the foyer, as indicated on the map which will be sent with the Confirmation of Enrolment letter. From here you will be directed to your classroom.

Students at all other Teaching Centres should report to the classroom, as indicated on the Teaching Centre map which will be sent with the Confirmation of Enrolment letter.

A Google map showing the street address of all Teaching Centres is available on the School's website.

SECTION 2:

School expectations

Attendance/absences

Regular attendance is essential to your progress in language learning. Given that the School of Languages classes are held once a week, being absent for one lesson means missing out on an entire week of learning.

In instances of sickness and other unavoidable events, absences can be reported to us in advance through one of the following means:

- phone the School on 8301 4800, Monday-Friday between 8:30am and 3:30pm, or leave a voice message outside of business hours
- email the teacher (the email address is provided on the Weekly Lesson Plan) or the School on dl.1802.admin@schools.sa.edu.au
- for classes held at Adelaide High School, contact the Admin Support Person on 0403 607 566 or send an email to ahs.supervisors460@schools.sa.edu.au
- for classes held at the School of Languages send an email to: Sol.Supervisors218@schools.sa.edu.au (before 4:00pm if possible).

If you are late to class or absent without prior notice, you will be reminded via an automatically generated SMS, to contact the school or your teacher.

Late arrivals and early departures

If you have no choice but to arrive late or leave early on a regular basis, you must negotiate this with the teacher and complete the relevant form, available in class. If you are late on a one-off basis, please use one of the above-mentioned methods to inform the teacher or the School of Languages.

Extended absence

If it is known that you will be absent for more than 3 lessons (e.g. family holiday, overseas trip) students need to seek permission in writing from the Principal for an Extended Student Absence, prior to the absence.

Changes to class time or location

Very occasionally there may be timetable changes such as relocation of classes, early dismissals or public holiday closures. When special arrangements occur, you will be notified in advance by your teacher and via SMS.

Withdrawals

Students are required to formally advise us of their withdrawal (initially a phone call to the School or an email to the teacher will suffice) so that the necessary paperwork can be completed. Once this has occurred, your day school (if applicable) is notified in writing.

For SACE students, failure to formally withdraw could lead to a 'fail' as notification of withdrawals is required by certain dates. Your cooperation in this important matter is crucial.

Electronic devices

To support learning, students may use their mobile phones and personal devices during lessons, only for designated learning activities that require their use or for emergency purposes.

To minimise disruptions for teachers and other learners, adult students are asked to keep their personal devices in silent mode during lessons, and step outside of the classroom if they need to take a phone call during a lesson.

Food and drink in teaching centres

You may bring bottled water to class. The consumption of food and other drinks is permitted only during the break time and outside of the classroom. No nut snacks are permitted. If you have any serious food allergies, please notify the school.

Behaviour code and expectations

We believe that all students should feel comfortable and safe so they can succeed in and enjoy language learning in a supportive environment.

Our expectations have been set up to make sure that all students achieve the most out of their time at the School of Languages.

The School's Code of Conduct emphasises that students are responsible for their own behaviour and that all behaviours, positive and negative, are a choice and lead to consequences. It is underpinned by the assumption that teachers have the right to teach and students the right to learn in an environment that is safe and free of harassment and discrimination.

The management of student behaviour is a responsibility shared by the School of Languages, a student's day school (if applicable) and, of course, the students themselves. Lateness, absence, disruptive classroom behaviour, or failure to complete work on time will be followed up by teachers or Coordinators at the School of Languages. Where appropriate, students' day schools will be contacted. In the case of extremely inappropriate behaviour or repeated non-compliance with the School's expectations, the Principal reserves the right to review a student's enrolment.

Please note: The School's Code of Conduct Policy, Mobile Phone and Personal Devices Policy, Cyber-safety Policy and Drug Policy can be found at www.schooloflanguages.sa.edu.au



Getting the most out of language studies

Learning a language is a cumulative process that requires commitment and provides many rewards.

Success and achievement in language learning occur in a context of regular contact with the teacher and the language learning community. For a student at the School of Languages success and achievement depend on:

- **Good organisation and study habits**

Attendance alone is not enough. Students need to develop skills for independent learning and engage with learning the language between lessons. This can be achieved through:

- private study
- using the Microsoft Class Team resources
- completion of homework tasks
- reading in the language
- engaging in web-based language activities
- practising oral skills
- viewing films/videoclips and listening to podcasts in the language.

- **Regular completion of homework**

Homework is an essential part of the program. The recommended minimum time for students in Years 11 and 12 is 3-4 hours per week.

- **A clear understanding of the role that assessment plays in language learning**

Regular assessment provides an opportunity for the student and the teacher to gauge students' progress and to reflect on the learning and teaching experience. It provides milestones for students to work towards and helps students to manage their learning.

There are two major types of assessment in our language courses

- **Formative**

This type of assessment is ongoing throughout the year. The purpose of this type of assessment is to provide feedback to the student and to the teacher on students' progress. It consists of homework, class activities and tasks, with constructive feedback.

- **Summative**

This type of assessment gauges how well students have met the learning intentions and expectations of the course. The grades from these assessment tasks contribute significantly towards the term reports. In the case of SACE students, summative assessments provide the grades that form the basis of SACE achievement results.

Governing Council

The Governing Council is a vital advisory body for the School. Its role is to:

- provide general oversight for the well-being of the School
- advise the Principal on the correlation between the work of the School and the educational needs of the School community
- broadly consider the School's general education policy and provide advice to the Principal on School community views regarding any new educational developments
- in liaison with the Principal, make decisions on the distribution of School finances.

The Governing Council may form a number of committees to advise it on various aspects of the School. There are eight positions for parent representatives and one position for a student representative on Council. Elections take place at the Annual General Meeting in March.

The student representative on Council also chairs a School Student Council. The role of this student body is to enhance student voice within the School.

Information sessions

These sessions, held in Weeks 3/4 of Term 1, serve as information forums to:

- meet members of the Leadership Team, teachers and other members of the School community
- provide feedback to the School on how it is meeting the needs of students and ways of further improving its services
- ask questions specific to each language and Teaching Centre as required.

The sessions may be face-to-face or online. Further information will be provided in the Term 1 newsletter.

Student / teacher interviews

Student/teacher interviews are held in Term 2. Interviews are by phone or online, or students can request a face-to-face interview. They provide a formal opportunity for adult students to discuss their progress and ways of making sure they achieve their best while studying at the School of Languages.

Students are welcome to discuss their progress with the teacher at any time during the year.



SECTION 3:

Curriculum information

Year 11 and 12 courses for adult students follow the South Australian Certificate of Education (SACE) Subject Outline approved by the SACE Board of South Australia.

For the most up-to-date list of courses available, please refer to the Years 7-12 Timetable which can be found on the School of Languages website at www.schooloflanguages.sa.edu.au

SACE courses

Most adult students enrol in SACE courses. However, for those who enrol in languages at Years 7-10 level, the courses follow the Australian Curriculum.

SACE courses are offered at Beginners, Continuers and Background Speakers levels. Australian Languages are offered as part of the Australian Languages Subject Outline.

At Stage 1 level, a one-semester course is worth 10 credits. A full-year course is worth 20 credits.

At Stage 2, most courses run for the full year and are worth 20 credits. However, students may choose to do a semester of 10 credits or a full year of 20 credits in Australian Languages.

Students must receive a C- grade or above in order for the language course to count towards the compulsory requirements at Stage 2 level.

For Course Overviews for all languages and levels please visit the School's website: www.schooloflanguages.sa.edu.au

For each course taught at the School, curriculum planning is also documented in the following ways:

- **Learning and Assessment Plan** - based on the relevant SACE Board curriculum documents, the Learning and Assessment Plan includes descriptions of assessments, their weighting, due dates and assessment design criteria.
- **Weekly Lesson Plan** - a detailed lesson plan that contains more specific information about learning intentions, learning activities and resources, homework and information about upcoming assessments as appropriate.

Each of these curriculum documents is made available to students and can also be found on Microsoft Teams.

Student learning is assessed and reviewed on an ongoing basis, both in a formal and informal manner, and communicated through the reporting process.

Microsoft Teams

Each class has an e-learning space, Class Teams, which provides a platform for students to receive support from their teacher and each other. Curriculum documents, lesson materials and other relevant resources, such as useful links, audio and visual resources, are shared on Class Teams to allow students to engage with the language learning in-between lessons.

SACE – Beginners Level - Stages 1 and 2

These courses are designed for secondary school students who:

- are in years 10, 11 or 12
- have little or no knowledge of the language
- wish to sit for an exam at Stage 2 for an Australian Tertiary Admission Rank (ATAR).

Students must complete Stage 1 before enrolling in Stage 2. Neither stage can be repeated. SACE Board eligibility criteria apply.

SACE – Continuers level - Stages 1 and 2

These courses are designed for students who have:

- achieved Year 10 level or equivalent for entry into SACE Stage 1
- achieved SACE Stage 1 or equivalent for entry into SACE Stage 2.

Students considering studying a language at Continuers level are strongly advised to complete Stage 1 before enrolling in a Stage 2 course.

The SACE Board eligibility criteria apply to Chinese, Indonesian, Japanese, Korean and Vietnamese courses.

SACE – Background Speakers level - Stages 1 and 2

These courses are for students who have a strong cultural and linguistic background in the language.

Students considering studying a language at Background Speakers level are strongly advised to complete SACE Stage 1 in the language before enrolling in SACE Stage 2.

SACE – Australian Languages - Stages 1 and 2

Australian Languages are part of the Australian Languages Subject Outline. These programs can cater for those students who have no background in the language and for those who have some. There are no prerequisites. At SACE Stage 2 level, each can be taken as a 10 or 20-credit sequence.

Bonus points for entry to university

Language courses successfully completed at Year 12 level attract 2 bonus points for entry into all three South Australian universities. For more information, please visit the South Australian Tertiary Admission Centre (SATAC) at www.satac.edu.au or the SACE Board www.sace.sa.edu.au

Resources

Copies of SACE Stage 1 and 2 Subject Outlines and Stage 2 past exam papers are available at www.sace.sa.edu.au

Dictionaries

The SACE Board approves the use of printed dictionaries in all subjects, assessments and examinations. The SACE Board does not permit the use of electronic dictionaries for external exams.



Examinations

Mid-year exams

Year 11 and Year 12 students of most courses will have a written or digital mid-year exam in Term 2, Week 9 and an oral exam in Term 2, Week 10.

End of year exams

For Year 11 students of most courses, an oral exam will be held in Term 4, Week 5 and a written exam in Term 4, Week 6. Exams are returned to students during class in Week 7.

SACE Stage 2 students of most courses are required to sit for a public exam at the end of the year. All details of these will be given to students as soon as the SACE Board publicises the examination timetable. The exam is worth 30% of the overall mark.

Reporting student achievement

Reports on student progress are prepared at the end of each term. A copy of the report is emailed to the student and to the Principal of the home school (if applicable).

Celebrating student success

Celebration of Achievement: Term 4

The Celebration of Achievement ceremony, which takes place towards the end of Term 4, formally and publicly recognises the achievements and endeavours of our outstanding students.

There are 3 awards:

- Outstanding Academic Achievement Award
- Community Award
- Award of Excellence

“Currently I’m studying a Bachelor of International Relations. Studying Beginners Chinese for two years at the School of Languages allowed me to go straight into 2nd Year Chinese at university.”

Isabella (student of Chinese Beginners)

SECTION 4:

Important dates

Term 1 Week 2	First lesson for the year
Term 1 Weeks 3/4	Information sessions
Fourth Tuesday of March	Governing Council AGM
Term 2 Week 3	Student/teacher interviews
Term 2 Week 9	Mid-year exam for relevant Year 11 and Year 12 students (written)
Term 2 Week 10	Mid-year exam for relevant Year 11 and Year 12 students (oral)
Term 4 Week 5	End-of-year exam for Year 11 students (oral)
Term 4 Week 6	End-of-year exam for Year 11 students (written)
Term 4 Week 7	Last lesson for Year 11 students
Late Term 4	Celebration of Achievement ceremony
Last week of each term	Presentation of Principal's awards to nominated students
Each school holidays	Student term reports and School newsletter distributed to students and home schools (if applicable)

Year 12 students – last lesson depends on the external exam date. Students will be informed as soon as the external exam timetable becomes available.



SECTION 5:

Subject charges and payment

Schedule of charges

Charges are set annually by the Governing Council and are GST free. For the most up-to-date subject charges, please refer to the Years 7-12 Teaching Centres and Subject Charges document which can be found on the School of Languages website at www.schooloflanguages.sa.edu.au

Invoicing

- For adult students enrolled in a government school who are studying a language as part of a full subject load, the day school will be invoiced \$180.
- All other adult students will be invoiced \$400 directly by the School of Languages.

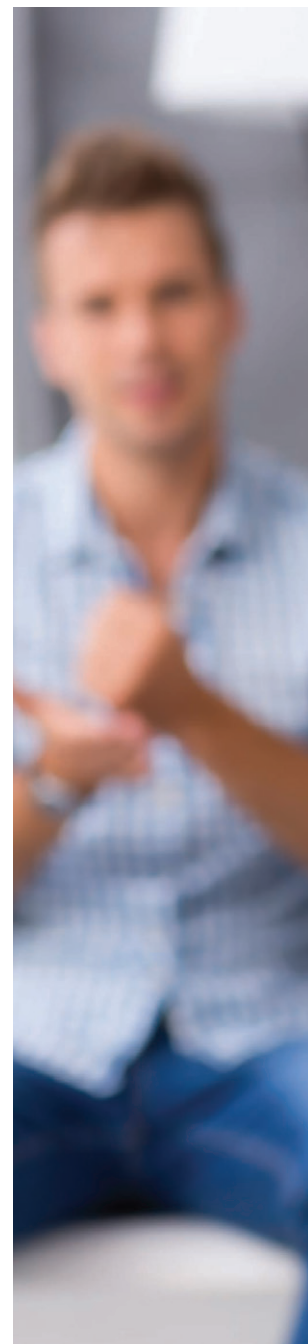
Making payments

Language subject charges are payable on invoice, due within two weeks of receiving the invoice. Charges are not refundable in the event of withdrawal from a course. Receipts will be issued in all cases.

Payments can be made in the following ways:

- Preferred payment method is Qkr! Smartphone App downloaded to your mobile device (instructions will be provided with the invoice).
- Bpoint payments can be made at the following link:
<https://www.bpoint.com.au/pay/SCHOOLOFLANGUAGESCOUNCILINC>
- Phone credit card payments are accepted for Visa and Mastercard on (08) 8301 4800.
- Cheques and credit card payments are accepted by mail or in person at the School of Languages, 255 Torrens Rd, West Croydon, SA 5008.

Requests for payment by instalment, or for special circumstances to be taken into account, may be made in writing to the Principal.







255 Torrens Road
West Croydon SA 5008



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www.schooloflanguages.sa.edu.au



School of Languages



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