

## DSEC Prospective Student Referral Procedure

Version Control			
Version	Author	Date	Changes
1.0	W. Jones	07/07/2026	Initial Draft

### Purpose

To ensure all prospective DSEC students are appropriately referred through their school and connected with the relevant Principal and/or Home School Liaison Officer (HSLO) before enrolment commences.

### Acronyms

DSEC: Developing Skills for Education and Careers.

### Step 1 – Initial Enquiry

When a prospective student, parent/carer, or community member contacts Nepean Community College regarding DSEC, we will:

- Provide general information about the DSEC program.
- Determine the student's current school enrolment status.
- Explain that DSEC placements require involvement from the student's school Principal and, where applicable, the Home School Liaison Officer (HSLO).

### Step 2 – Referral Back to School

If the student is currently enrolled in a high school:

- Advise the student and parent/carer to contact:
  - Their School Principal, Deputy Principal, Wellbeing Officer, Careers Adviser, or Learning Support Team.
  - Their school's HSLO if attendance or engagement concerns exist.
- Provide DSEC information and referral materials to the school upon request.

### Step 3 – School Assessment

The school reviews the student's suitability for DSEC and completes:

- Principal Student Assessment Checklist.
- School referral documentation.

- Exemption From Enrolment process.

#### **Step 4 – Information Session**

The student, parent/carer and relevant school representatives may attend a DSEC information session to:

- Learn about the program.
- Tour the campus.
- Discuss support needs and expectations.
- Determine whether DSEC is an appropriate pathway.

#### **Step 5 – Submission to NCC**

The school submits:

- Principal Checklist.
- Exemption From Enrolment documentation.
- Supporting information relevant to student wellbeing and support needs.

No student is accepted into DSEC until the required school documentation has been received and reviewed.

#### **Step 6 – NCC Intake and Enrolment**

After receiving school documentation:

- NCC assesses suitability.
- Student and parent/carer complete enrolment documentation.
- LLND assessment is undertaken.
- Individual support and transition planning begin.

#### **Key Principle**

Prospective DSEC students cannot be self-referred directly into the program. All enquiries from school-aged students should be directed to their Principal or Home School Liaison Officer to commence the formal referral and exemption process.