



Government of **Western Australia**
School Curriculum and Standards Authority

**APPLICATION FOR ENDORSEMENT
OF A
SCHOOL-DEVELOPED
PROGRAM**

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Introduction

An endorsed program is a significant learning program that has been developed for students in years 11 and 12. An endorsed program may have been developed by the Authority, or it may have been developed by a private provider or a school and subsequently endorsed by the School Curriculum and Standards Authority.

Each endorsed program consists of a series of lessons, classes and/or activities designed to lead to the achievement of a common goal or set of learning outcomes.

All endorsed programs successfully completed by a Year 10, 11 or 12 student and reported to the Authority are listed on the student's Western Australian Statement of Student Achievement (WASSA) and contribute towards their Western Australian Certificate of Education (WACE).

Categories of endorsed programs

There are three categories of endorsed programs, which differ in respect to:

- the developer
- the type of evidence required for determining student achievement
- the quality assurance processes and activities.

These categories of endorsed programs are:

1. Authority-developed endorsed programs

These endorsed programs are developed by the Authority to provide WACE recognition for students undertaking activities of a similar nature and for which no quality-assured certificate or award is issued.

2. Provider-developed endorsed programs

These endorsed programs are developed by a private provider such as a university, community organisation or training institution. Provider-developed endorsed programs recognise structured learning programs that result in the attainment of a quality-assured certificate or award.

3. School-developed endorsed programs

These endorsed programs are developed by individual schools in response to a particular need and which cannot be met through a WACE course, a VET qualification or another endorsed program.

Endorsement of School-developed programs

Schools can apply to the Authority for endorsement of a program they have developed for a student, a group of students, the school, a cluster of schools or a specific education sector or system by completing the School-developed application for endorsement form (see Appendix 1). The criteria for endorsement checklist used by the endorsed programs panel when considering programs for endorsement can be seen in Appendix 2.

Applicants are encouraged to seek the support of the Principal Consultant Curriculum – Endorsed programs at the Authority to complete the application form. The application form can be downloaded from the Authority website at <http://www.scsa.wa.edu.au/Apps/EP/display.aspx>.

Unit equivalence

For the WACE, students must complete a minimum of 20 course units or equivalents. Endorsed programs can contribute a maximum of 4 unit equivalents towards this requirement. An endorsed program is allocated unit equivalence on the basis of 'average learning time'. This is an estimation of the number of hours required to achieve the outcomes of the program. Endorsed programs are allocated one unit equivalent for each 55 hours average learning time, to a maximum of 4 unit equivalents. To enable unit equivalence to be established, the school applying for program endorsement is required to provide information about the complexity of the program and the time required to complete the program.

Length of endorsement

The period of endorsement varies between categories of endorsed programs:

- Authority-developed programs are endorsed for a maximum of 5 years
- Provider-developed programs are endorsed for a maximum of 5 years
- School-developed programs are endorsed for a maximum of 3 years.

Programs dependent on specific resources can be endorsed for a period of less than 3 years.

Programs dependent on funding are endorsed only for the period funding is guaranteed.

Evidence of learning

For School-developed endorsed programs, the student's acquisition of skills, knowledge and understanding must be demonstrated through a or set of assessment tasks or portfolio containing sufficient evidence to validate the student learning described in the program's learning outcomes. The format and contents of the portfolio will differ according to the nature of the program and the assessment tools used.

Principles for endorsement of programs

Endorsement of programs is based on the following principles.

1. Substantial learning

Endorsed programs recognise substantial student learning that does not duplicate a WACE course. The Authority determines the equivalence of a program in relation to one unit of a WACE course. A program is allocated the equivalent of zero, one, two, three or four course units on the basis of the average learning time required for completion. Where the average learning time is less than 55 hours, a program can be endorsed with zero unit equivalence if the learning is significant and is not provided in a WACE course.

2. The standard and quality assurance of programs

Endorsed programs are of a standard consistent with senior secondary expectations, unless endorsed specifically for students with special educational needs.

For School-developed programs, the Authority is responsible for the quality assurance of programs through the endorsement process and other activities.

3. Quality assurance of student achievement

All assessment of student achievement must be consistent with the principles of assessment outlined in the WACE Manual.

For School-developed programs, student achievement is assessed by the school as outlined in the application for endorsement of the program. This is typically either a set of assessment tasks or a portfolio of evidence.

Criteria for endorsement or re-endorsement of a program

All programs must meet the following criteria to be endorsed by the Authority:

1. The program must involve a coherent series of lessons or activities that result in the achievement of specified learning outcomes.
2. The program must be of a standard consistent with senior secondary expectations unless endorsed specifically for students with special educational needs.
3. The program must not duplicate a WACE course.
4. The specific learning outcomes for the program must indicate what the participant should know, understand and be able to do at the completion of the program.
5. The provider must clearly indicate what constitutes successful completion of the program.
6. The program must provide opportunities for students to demonstrate achievement of specific learning outcomes.
7. The program must contribute to the ongoing development of knowledge, understanding and skills necessary for the achievement of one or more of the following:
 - personal goals

- civic responsibilities
 - improved health and wellbeing
 - enhanced vocational opportunities.
8. The program must be consistent with the teaching and learning principles outlined in Section 3 of the WACE Manual.
 9. Assessment practices required for the program must be fair, educative, comprehensive, explicit and valid.
 10. Delivery of the program must comply with occupational safety and health and duty of care policies and must include Working with Children Checks where required.
 11. There must be an identified need for the program.

The endorsement process

The endorsement process takes approximately three months from submission of the final application to endorsement. Deadlines for submission of applications are advertised in Authority publications.

A panel which comprises representatives from all education sector/systems and the Authority secretariat that meets once a year to consider applications for endorsement and/or re-endorsement. The panel recommends to the Board of the Authority, the period of endorsement and unit equivalence of each program based on its nature, scope and average learning time.

Maintenance of endorsed programs

School contact details

The school is contacted by the Authority at the beginning of each year throughout the period of endorsement to ensure that the school's contact details are current and the information on the Authority's website regarding the program is correct.

Quality assurance

The following quality assurance activities can be implemented by the Authority for School-developed programs:

- student work sample review

The Authority checks a sample of assessed tasks when schools are applying for re-endorsement of School-developed endorsed programs or upon the request of the Authority during the period of endorsement.

- documentation review

The Authority reviews the documentation of selected schools for a sample of programs each year. This review is completed as a school visit or by mailing the materials to the Authority.

Applying for re-endorsement

Schools are invited to apply for re-endorsement at the beginning of the final year of endorsement.

Any program that has not attracted any enrolments over the period of endorsement will not be re-endorsed.

Participant profile

Identify for whom this program is designed.

List any pre-requisites required to undertake this program.

Cost

Estimate the costs associated with the delivery of this program.

Rationale

State the reason that your school wants this program endorsed.

Is this program currently being delivered to students in Years 10–12 at your school?

If endorsed by the Authority, indicate how many students in Years 10–12 are anticipated to undertake this program?

List any other school/s at which it is anticipated that this program will be delivered.

Name of school/s	School code/s

Learning outcomes

List the key learning outcomes of this program (typically a maximum of 5).

Learning and teaching program

Describe what will be taught, when and how. (A program outline may be attached to this application)

Assessment

Describe what will be assessed, when and how. (An assessment outline may be attached to this application)

Portfolio requirements

Indicate what constitutes successful completion of the program. This may include attendance, assessment tasks and/or performance.

List the contents of the portfolio

Achievement descriptors

School-developed programs will be reported as 'Achieved' (A) or 'Not achieved' (N). Students who do not complete the program after they have been enrolled should be Withdrawn (W).

Program structure and delivery strategy

Tick (✓) the statements that apply to the program delivery strategy for this program.

<input type="checkbox"/>	On school premises	<input type="checkbox"/>	Off school premises
<input type="checkbox"/>	During normal school hours	<input type="checkbox"/>	Outside of normal school hours
<input type="checkbox"/>	In a concentrated block of time	<input type="checkbox"/>	Spread across a number of weeks or more
<input type="checkbox"/>	Run by school personnel	<input type="checkbox"/>	Run by non-school personnel
<input type="checkbox"/>	For individuals or small numbers	<input type="checkbox"/>	For larger groups or whole class

Personnel

Identify the personnel who will be delivering this program.

Personnel	List qualifications, competencies, experience, training or induction

Note: If required, personnel working with children must have a current Working with Children Check. For comprehensive information on the Working with Children check, go to www.checkwwc.wa.gov.au

Resource requirements

List the specialist facilities and/or equipment that are essential to the delivery of the program.

Quality assurance

List the procedures or protocols that are in place to ensure the delivery of a quality program.

Record keeping

Describe what records are kept by the school in relation to this program.

Describe how and where records are kept and for how long.

Program evaluation

Describe how the school evaluates the program and how often.

Longevity of program

Identify how long the program has been running and how long it is anticipated the program will remain in its present form.

Additional information or comment

Principal's signature: _____

Principal's name: _____

Date: _____

For further information or assistance in completing this application form, contact:

Leanne Meldrum, Principal Consultant Curriculum - Endorsed Programs on (08) 9273 6746.

Email the completed application in Word format to leanne.meldrum@scsa.wa.edu.au

Appendix 2: Criteria for endorsement checklist

(To be completed by the endorsed programs panel)

School-developed program		
School:	Provider code	
Program title:	Program code S	
Criteria	✓ or x	Comment
What is the average learning time required for this program in hours?		
What are the achievement descriptors?	Achieved (A), Not achieved (N) Withdrawn (W)	
Is this program currently delivered in the applicant's schools?		
Is this program open to another school/schools? List the codes.		
Have all costs been identified?		
Has a teaching and learning program outline been provided?		
Has an assessment outline been provided?		
Are the requirements for successful completion stipulated?		
Are the portfolio requirements stipulated?		
Have the program delivery strategies been identified?		
Have the personnel been identified for the program?		
Have the necessary resources been identified?		
Has the school identified processes for assuring the quality of the program?		
Are permanent records of achievement maintained?		
Is the program evaluated and reviewed periodically?		
Is the application signed by the school Principal?		
Recommended period of endorsement: From _____ to _____		
Recommended unit equivalence _____ unit equivalent/s		