



# Application for Endorsement of a Provider-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 School Curriculum and Standards Authority (the Authority), or it may have been developed by a private provider or a school and subsequently endorsed by the 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. A program must:

- be consistent with the teaching and learning principles for school-based assessment (see the WACE Manual)
- make a positive contribution to student learning and provide significant learning opportunities
- not duplicate the content of any WACE course.

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 Provider-developed programs

Providers of educational programs can apply to the Authority for endorsement of a program they have developed by completing the *Application for endorsement of a Provider-developed program* 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 – VET and Endorsed Programs at the Authority to complete the application form. The application form can be

downloaded from the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

### **Unit equivalence**

Students must complete a minimum of 20 course units or equivalents as one of the requirements of the WACE. Endorsed programs may be used to contribute a maximum of four unit equivalents towards achievement of the WACE. 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. One unit of a WACE course has an average learning time of 55 hours. Each endorsed program is allocated one, two, three or four unit equivalents. Unit equivalents are tallied across endorsed programs categories for WACE calculation.

### **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 Provider-developed programs the evidence of learning is the quality-assured certificate, award, examination report, statement of attainment or academic report issued to students who successfully complete the program. This evidence must be presented to the school before the deadline for reporting achievement to the Authority. The school is required to keep a copy of the evidence on the student's file.

## **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 Provider-developed programs, the provider has its own system of quality assurance.

### 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 Provider-developed programs, student achievement is assessed by means of an examination or competency checklist, with requirements typically detailed in a manual or syllabus.

## **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 not duplicate a WACE course.
2. The program must involve a coherent series of lessons or activities that result in the achievement of specified learning outcomes.
3. The program must be of a standard consistent with senior secondary expectations, unless endorsed specifically for students with special educational needs.
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. Assessment practices required for the program must adhere to the principles outlined in the *WACE Manual*.
9. Delivery of the program must comply with school or sector/systems occupational safety and health and duty of care policies, and must include a current 'Working with Children Check' where required.
10. There is an identified need for the program to be endorsed.

## **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 considers application for endorsement and/or re-endorsement. The panel comprises representatives from all education sector/systems and the Authority secretariat. It 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**

### **Provider contact details**

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

### **Achievement data validation**

The provider is required to work with the Authority to check that the achievement data that schools report to the Authority is an accurate reflection of the achievement recorded by the provider. To this end, the provider must engage in a data cross-reference check on a rotational basis or as the need arises. To facilitate this process, as part of the student's registration for the program, the provider must collect the student's Western Australian student number (WASN).

### **Applying for re-endorsement**

Providers 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.



## Appendix 1: Application for endorsement of a Provider-developed program

Download this form from the Authority website at

<https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

Email the completed application in Word format to [Arti.Dogra@scsa.wa.edu.au](mailto:Arti.Dogra@scsa.wa.edu.au).

### Applicant details

<b>School</b>	
<b>Contact person</b>	
<b>Role or title</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Website</b>	

### Name of program

As it should appear on the Western Australian Statement of Student Achievement (WASSA).

### Description of program

Describe your program in 75–150 words. This will be the description displayed on the School Curriculum and Standards Authority website.

### Average learning time

Identify the period of time over which this program is delivered.

	day(s) / week(s) / month(s) / term(s) / semester(s) / year(s)
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Identify approximately how many hours a student must commit to complete this program.

Indicate the breakdown of learning time by activity:

Type of activity	Hours	Type of activity	Hours
Classroom or face-to-face instruction		Practice	
Training sessions		Rehearsal	
Lectures/class tutorials		Assessment	
Online learning		Performance	
Private study/homework		Workshops	
Camps/field trips		Other	

### Participant profile

Identify for whom this program is designed.

List any prerequisites required to undertake this program.

### Cost

Estimate the costs associated with the delivery or certification of this program.

### Rationale

State the reason that your organisation wants this program endorsed.

Is this program currently being delivered to students in Years 10–12 in Western Australian schools?

Yes

No

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

### 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.)

**Certification evidence**

(Attach a sample certificate, award, examination report or academic record.)

**Minimum requirements for the program to be successfully completed**

(This may include attendance, assessment tasks and/or performance.)

**Achievement descriptors**

List the words that are used to describe achievement in the program? (Typically one or two words such as 'competent', 'achieved', 'pass', 'distinction'.)

**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. List their 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 [workingwithchildren.wa.gov.au](http://workingwithchildren.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.

List the measures that are taken by the organisation to ensure the authenticity of certification (e.g. signature on the certificate, use of a logo).

**Record keeping**

Describe the records that the organisation keeps.

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

**Program evaluation**

Describe how the organisation evaluates its 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**

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

**Arti Dogra**

Principal Consultant – VET and Endorsed Programs

(08) 9273 6751

Email the completed application in Word format to [Arti.Dogra@scsa.wa.edu.au](mailto:Arti.Dogra@scsa.wa.edu.au)

## Appendix 2: Criteria for endorsement checklist

(To be completed by the endorsed programs panel)

Provider-developed program		
<b>Provider:</b>	<b>Provider code</b>	
<b>Program title:</b>	<b>Program code P</b>	
<b>Criteria</b>	<b>✓ or x</b>	<b>Comment</b>
What is the average learning time required for this program in hours?		
Is this program currently delivered in schools?		
Have all costs been identified?		
Has a teaching and learning program/syllabus been provided?		
Has an assessment outline been provided?		
Has a sample certificate been attached?		
Are the requirements for issuing a certificate stipulated?		
What are the achievement descriptors?		
Have the program delivery strategies been identified?		
Have the personnel been identified for the program?		
Have the necessary resources been identified?		
Has the organisation identified processes for assuring the quality of the program?		
Are permanent records of achievement maintained?		
Is the program evaluated and reviewed periodically?		
<b>Recommended period of endorsement: From _____ to _____</b>		
<b>Recommended unit equivalence: _____ unit equivalent/s</b>		