

Student Records Management System News for secondary schools

March 2021 | Newsletter 1

Language enrolment applications are going online

We are pleased to announce that the *Application for permission to enrol in a WACE language course in 2022* will be completed online. Language enrolment applications are going digital, so there will be no more paper forms for students to fill in and for schools to process.

Many schools will already be familiar with the Student Records Management System (SRMS) from your participation in the dashboard pilot, from completion of online Year 11 equivalent studies applications and from students' completion of online applications for English as an Additional Language or Dialect (EAL/D) eligibility.

For those schools that are not familiar with the SRMS, we will provide everything you need to get you started, including user guides for schools and students. To register your school in the SRMS, please email your details to srmspilot@scsa.wa.edu.au.

From May 2021, students in Year 9 for consideration as accelerated, and all students in Years 10, 11 and 12 will complete their WACE language course enrolment applications in the student portal. Schools will then be required to endorse these applications in the SRMS portal. The School Curriculum and Standards Authority (the Authority) will process these applications in the SRMS portal and determine in which WACE language course a student may enrol. Students will see their WACE language course determination in the student portal. This WACE language course determination will also be reflected in the Student Information Records System (SIRS).

While the online application mirrors the paper application, the online format guides students through each section and prompts them to provide all the required information. Schools can monitor the progress of these applications at each stage in the SRMS portal. This will make it easier for teacher and school endorsements, and for the Authority to determine the student's WACE language course enrolment status.

Online language enrolment application pilot

In September 2020, we conducted a successful pilot of the online language enrolment application. We are very grateful for the assistance of the language students, language teachers, and principals or deputy principals at Christ Church Grammar School, John XXIII College, Rossmoyne Senior High School and Willetton Senior High School, who generously participated in the pilot.

The students and staff were very positive about the online process and provided invaluable feedback, which we have incorporated prior to implementation this year.

Student feedback

- The online application was very easy and quick to do.
- Overall takes way less time than the paper application and was very easy to understand.
- Having online application means saving paper :)
- Design layout was simple and effective to follow easily.
- All the information is saved into one place and we were able to go back and edit anything.
- Student guide was clear and easy to follow – doing it online was more efficient and less tedious.
- Very concise guide. I like how everything is laid out and explained very well.
- The guide made sure we knew what to do and where to go, so everything was not confusing.

Transitional support

In preparation for students completing their online language enrolment application in the student portal and schools endorsing these applications in the SRMS portal, we will be providing you with user guides and training to support you as you make the transition to this new digital process.

With this newsletter, please find attached:

- A checklist to help schools prepare students and school staff for submission of online language enrolment applications.

In the next issue of this newsletter, we will be inviting you to a demonstration of the online process for WACE language course enrolment applications. We will provide you with a letter for parents and the *School administrator's guide for role assignment* to help you get started in the SRMS.

Following this, we will provide you with student and school user guides, with step-by-step instructions for each stage of the online application process. We will also provide online training to assist you.

Further information about the WACE language course enrolment process and enrolment criteria will be available on the Authority website soon.

We look forward to the successful implementation of online language enrolment applications.