

Student Records Management System News for secondary schools

June 2021 | Newsletter 4

WACE language enrolment applications are now online

The School Curriculum and Standards Authority (the Authority) is pleased to announce that the *Application for permission to enrol in a WACE language course in 2022* is now online.

From Monday, 14 June 2021, the WACE language enrolment application process will be digital, so there will be no more paper forms for students to fill in and for schools to process.

Online language application process

Students will complete their WACE language course enrolment applications in the [student portal](https://studentportal.scsa.wa.edu.au/) (<https://studentportal.scsa.wa.edu.au/>).

When these online applications have been submitted in the student portal, schools will complete the three school stages in the [SRMS portal](https://srms.scsa.wa.edu.au/) (<https://srms.scsa.wa.edu.au/>).

You will find the links to the student portal and the SRMS on the Authority home page under the purple Useful Links panel.

When the three school stages have been completed, the Authority will review the applications and determine students' WACE language course enrolment status in the SRMS portal.

The student will see their WACE language course enrolment status in the student portal and school users can monitor the progress of applications in the SRMS portal.

SRMS resources

To assist students and schools with this new online application process, the Authority has prepared user guides and other resources.

Please find attached:

- *School administrator's guide for role assignment*
- *Student guide for online applications for WACE language courses*
- *School guide for online applications for WACE language courses.*

Registration

The Authority has added all students in Years 10, 11 and 12 in the student portal so that they can complete their online WACE language enrolment application.

Students need to complete their registration, add a personal email address and choose a new password. Step 1 of the *Student guide for online applications for WACE language courses* explains how to do this. The Authority recommends that students finish their registration before they start their online application as a group in the classroom.

Role assignment

The Authority has added to the SRMS portal the school administrator at all schools that offer the six WACE language courses. The school administrator will need to assign roles to the school support officer, language teacher/s and principal or deputy principal. Refer to the *School administrator's guide for role assignment* for this simple process.

When all three school roles have been assigned, the school support officer, language teacher/s and principal or deputy principal can complete the school stages. This is outlined in the *School guide for online applications for WACE language courses*.

Demonstration

The Authority held demonstrations of the new online language application process on Tuesday, 25 and Wednesday, 26 May. Thank you to the schools who attended these sessions, which we hope you found informative and helpful.

We are preparing a video of the demonstration, which we will share with you soon.

Questions

If you have any questions, please email them to languagesenrolment@scsa.wa.edu.au or wacehelp@scsa.wa.edu.au (logging in, and password queries).

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