



EXPRESSION OF INTEREST

Western Australian
International Education Program



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



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EXPRESSION OF INTEREST

To offer an offshore Western Australian Curriculum program

Purpose

The information below summarises the requirements to be undertaken when submitting an expression of interest to the School Curriculum and Standards Authority (the Authority) to offer the Western Australian Certificate of Education (WACE) or the *Western Australian Curriculum and Assessment Outline* (the *Outline*).

Detailed procedure

- 1

Complete and submit the Expression of Interest form and Business Plan.

Provide a comprehensive Business Plan (the Business Plan could include, for example, a cover page, executive summary, education needs analysis, marketing plan, operation plan, financial plan, management team, appendix). The Business Plan must include provision of three financial referees or an agreement from the organisation for a credit check to be undertaken. Audited financial reports from the previous two financial years must also be provided.
- 2

Attach to the Expression of Interest evidence of approval levels from appropriate government education authority/authorities to offer the program in-country. This evidence will be verified by the Authority.
- 3

Negotiate a date for the Authority to conduct an in-country quality assurance audit. All costs associated with the audit are to be paid by the school before the audit occurs. These costs are not refunded, regardless of the outcome of the audit. A site visit will not be completed until the Expression of Interest including evidence of all relevant levels of approval from government education authority/ authorities, and the Business Plan have been received by the Authority.
- 4

Completed documents, including the in-country audit outcome will be presented to the Authority's Board for their consideration. Note: the Board may require further supporting documentation to be presented for consideration at another Board meeting.
- 5

Once the application has been approved in-principle by the Board, an Agreement between the Authority and the school is prepared and signed by all parties and the Authority's Seal of Approval is applied. Students may not be enrolled in or commence the program until the Agreement is finalised.

Expression of Interest

1. Indicate details of the school¹ where the program will be conducted.

Name of school and main contact person, including their contact details:

Address: _____

City: _____

Country: _____

Telephone: _____ Facsimile: _____

Email: _____

2. Indicate the details of the ownership of the school where the program will be conducted.

Name of owner: _____

Address: _____

City: _____

Country: _____

Telephone: _____ Facsimile: _____

Email: _____

¹ It is acknowledged that some educational institutions refer to themselves as 'colleges' instead of 'schools'. For the purpose of this document, the term 'school' will be used to refer to both types of educational institution, although colleges should record their names as colleges.

3. Indicate the details of the organisation that plans to conduct the Year 11 and 12 WACE program or Pre-primary to Year 10 *Outline* in the school (if different from that of the owner). Details must include provision of three financial referees.

Name of organisation: _____

Address: _____

City: _____

Country: _____

Telephone: _____ Facsimile: _____

Email: _____

Contact details for three financial referees.

Brief history of the school (attach copy of school prospectus).

Experience in teaching at pre-university level (relevant for WACE program only).

4. What are the school's present primary/secondary school programs, including international foundation programs and other international pre-university programs offered at the school? Indicate the number of years the relevant program has been offered at the school and the cohort size.

5. Indicate the WACE program (one, two or three-year) or the Western Australian Pre-primary to Year 10 program that the school wishes to implement, including the language of instruction.

6. What are the courses that the school intends to commence in the first year of the WACE program?

Course

7. Provide a brief description of school resources which will support the delivery of the program including staff, library (with specific reference to books and materials in English), computers, science laboratories and classrooms.

8. Indicate the anticipated number of students in each year for the first four years of the program.

Pre-primary to Year 12:

First year: _____ Second year: _____ Third year: _____ Fourth year: _____

Year 11:

First year: _____ Second year: _____ Third year: _____ Fourth year: _____

Year 12:

First year: _____ Second year: _____ Third year: _____ Fourth year: _____

Indicate the current school enrolments (actual full-time equivalent), if any, at each year level or course for Years 8–12.

9. Indicate the educational background of the students who will enrol in the first year of the program including their level of English (this may be their last year of a local program and an IELTS result), the likely geographic/regional/catchment area and other equivalent pre-university programs that would be in competition with the Year 11/12 WACE program and/or the *Western Australian Curriculum and Assessment Outline*.

10. Indicate the countries from which the school might employ teachers needed to implement the program (e.g. locally, Australia, Singapore, etc.), including experience in general terms required of existing teaching staff. Outline the experience and qualifications that would be expected of proposed teachers.

11. Give a brief description of the buildings, including the number of classrooms that would be used or will be built in order to offer the program, including the proposed maximum class size for the *WACE/Outline* program. Attach photographs if possible.

- [illegible]

Signature of person authorised to make this application and appraisal.

Signature: _____ **Date:** _____

Position of person authorised to make this application and appraisal.

Note:

1. The signatory above must read the information contained in appendices A and B.
2. Upon receipt of the completed Expression of Interest and Business Plan, including evidence of all approvals from relevant government education authority/authorities, the Authority will negotiate a date to conduct a quality assurance audit. All costs associated with the audit are to be paid by the school before the audit occurs. These costs are not refunded, regardless of the outcome of the audit.
3. The completed Expression of Interest, including the relevant government approvals, Business Plan and feedback from the quality assurance audit, will be presented to the Authority's Board for consideration. Further information may be required from the school.
4. Given the Board's in-principle approval, a formal Agreement will be prepared and signed, Seal of Approval added and the school can commence the program. Figure 1 outlines a summary of these processes.

OFFICE USE ONLY:

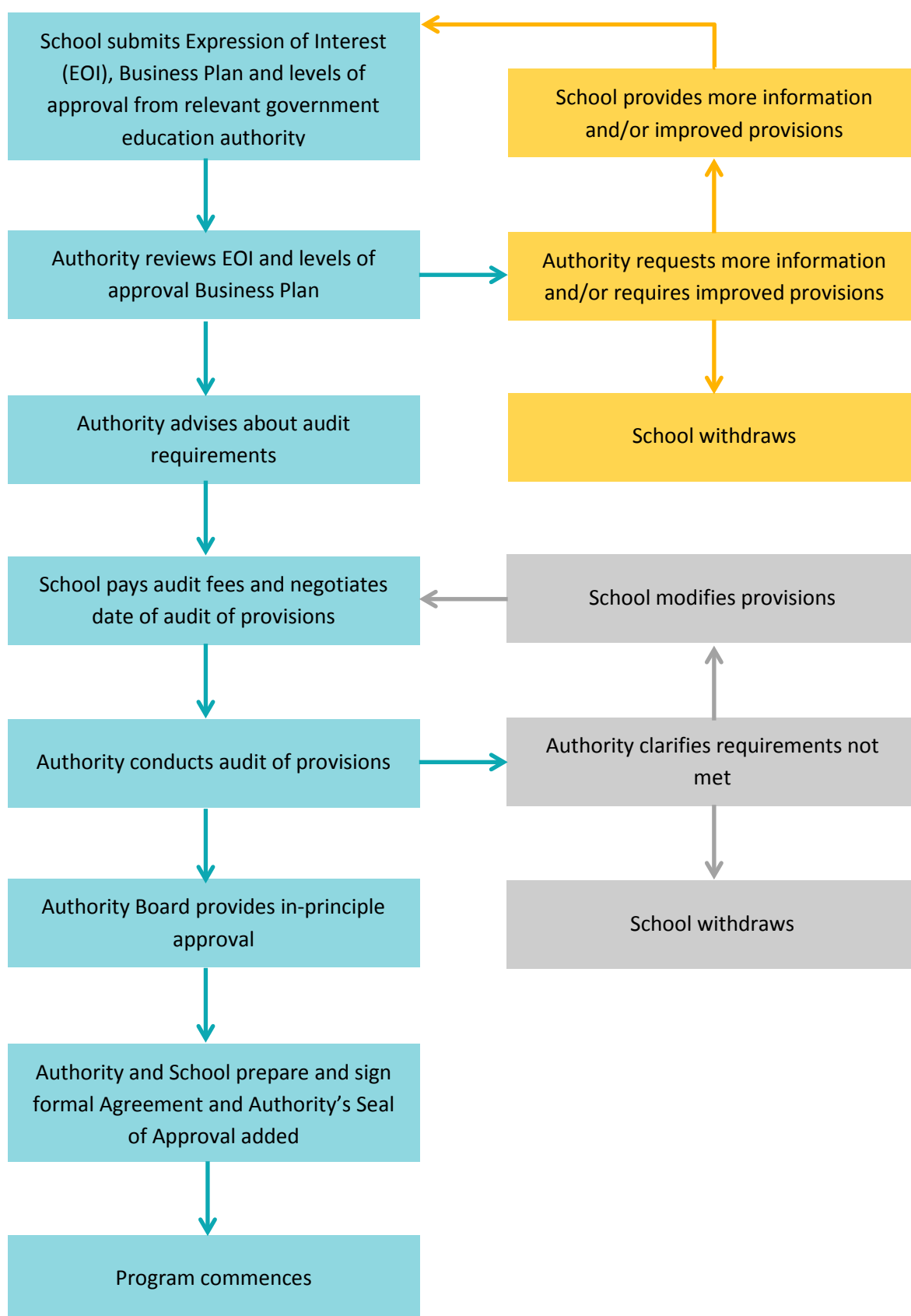
Date reviewed by Principal Consultant, International Education: _____

Comments from Principal Consultant, International Education:

Date reviewed by the School Curriculum and Standards Authority Board: _____

Comments from the School Curriculum and Standards Authority Board:

Figure 1: Procedures for Inclusion of Overseas Schools in the WACE program or the *Western Australian Curriculum and Assessment Outline*



APPENDIX A: Important information for overseas schools offering the Western Australian Certification of Education

The information below summarises aspects of the Western Australian Certificate of Education (WACE) program that schools must consider before offering the program.

1. AUSMAT is a name used to market the WACE internationally. Schools can elect to use this name or use the name 'WACE' in the marketing of the program.
2. Student results in WACE courses are used for four purposes:
 - (i) To enable, for each course studied, standards-referenced assessment of a student's achievements in terms of:
 - grades awarded by schools for achievements on school-based assessments, and
 - standards assessed by the Authority for a combination of achievements in both school-based assessments and the ATAR course examinations
 - (iii) To determine eligibility for the WACE, which is awarded to students who meet the requirements
 - (iv) To enable, for each course studied, norm-referenced assessment of student achievements in terms of a combination of school-based assessments and the ATAR course examination (i.e. the scaled score for a course)
 - (v) To enable, for each allowable collection of courses studied, norm-referenced assessments of the overall achievement (i.e. the TEA and the ATAR) of students seeking tertiary entrance: See the Tertiary Institutions Service Centre (TISC) website www.tisc.edu.au.
3. The WACE program typically operates over a calendar year. Students begin their program in January or February and sit the examinations in November. The starting date for the WACE program can be modified.
4. Schools are responsible for hiring teachers, the delivery of the program and conducting all school-based assessment.
5. Officers from the Authority will, from time to time, conduct quality assurance programs to ensure that schools understand and meet all of the Authority's requirements.
6. A Year 11–12 program must have a minimum of two years' instruction. The Western Australian Kindergarten to Year 10 curriculum can also be offered, as with the one year AUSMAT program for final year students.
7. Each course in Year 11 and 12 comprises four semester-length units. Students take two units in each year from each of five to six courses. Each unit requires about 55 hours of instruction time (16 weeks at four hours per week, plus time for examinations).

8. International students completing their final year of study of an ATAR course sit the same Year 12 ATAR course examination at the same time as students completing the same studies in Western Australia. **All examinations are conducted in English.** The Authority takes full responsibility for the organisation and conduct of examinations, both in Australia and overseas.
9. The Authority uses a school's ATAR examination marks to statistically moderate the marks submitted by the school. In addition, the Authority conducts a moderation program to ensure that all aspects of the school assessments comply with the Authority's requirements. Schools will receive a moderation visit from an Authority officer at least once per year.
10. The date of publication of student results is contained in the Year 12 Information Handbook. Usually, results are available via the internet. Overseas students receive a paper copy of results in early January.
11. Students apply to receive an ATAR through TISC. Information about the function of TISC and university entrance requirements (such as English requirements, permissible WACE course combinations and university course pre-requisites) can be obtained at the TISC website, www.tisc.wa.edu.au.
12. An annual fee is charged for each student in addition to a single school fee dependant on the location and country of the school. The school fee includes the services requested and the moderation and examination processes that need to be conducted.
13. All payments must be met before the Authority will accept the listing of the school on its database at the start of each academic year.
14. To ensure economic viability for the school and the Authority, at least 50 students in each year group need to be enrolled. The minimum number of students required to offer a single course is 15. In special cases (e.g. if more than 6 students are to be candidates in the examinations) a lower number may be possible, by negotiation with the Authority.
15. Before the formal agreement is negotiated, a school must demonstrate that it has the necessary resources to offer the courses that it has nominated. These resources include: staff, library, computers, science laboratories, and classrooms. The Authority is very careful to ensure the resources at any overseas school will meet the high standards required of any school in Western Australia.
16. To ensure that the WACE delivers an education product that meets the needs of all students in a rapidly changing world, the Authority continually reviews its courses. Western Australian schools, colleges, universities, training institutions and representatives of the public are commonly invited to participate in such a review.
17. Schools may need to negotiate with other education providers for offerings such as intensive English language programs to help students meet the language competence pre-requisites of the program, or in-service programs, conducted in situ or in Australia, to provide targeted professional development for teachers.
18. The Authority provides limited support in setting up the program. Its primary responsibility is to conduct the quality assurance processes required to maintain the integrity of student results. If

further support is required for setting up the program or for ongoing maintenance, schools must negotiate the provision of these services through other education providers.

19. The Authority works closely with universities in Western Australia. Programs involving joint secondary/tertiary institutions can be devised to meet the needs of overseas clients.

APPENDIX B: Important information for overseas schools offering the *Western Australian Curriculum and Assessment Outline* (Kindergarten to Year 10)

The information below summarises aspects of the *Western Australian Curriculum and Assessment Outline* (the *Outline*) program that schools must consider before offering the program.

1. The program typically operates over a calendar year, beginning in January or February and finishing in December. However, the starting date for the *Outline* can be modified.
2. Schools are responsible for hiring of teachers, the delivery of the program, the implementation of the curriculum and assessment and reporting student achievement to parents/carers.
3. Officers from the Authority will, from time to time, conduct quality assurance programs to ensure that schools understand and meet all Authority requirements.
4. An annual fee is charged for each Pre-primary to Year 10 student in addition to a single school fee dependant on the location and country of the school. The school fee includes the services requested and the moderation and examination processes that need to be conducted.
5. All payments must be met before the Authority will accept the listing of the school on its database at the start of each academic year.
6. Before the formal agreement is negotiated, a school must demonstrate that it has the necessary resources to offer the courses that it has nominated. These resources include staff, library, computers, science laboratories and classrooms. The Authority is very careful to ensure the resources at any overseas school will meet the high standards required of any school in Western Australia.
7. Schools may need to negotiate with other education providers for offerings such as intensive English language programs to help students meet the language competence pre-requisites of the program, or in-service programs, conducted in situ or in Australia, to provide targeted professional development for teachers.
8. The Authority provides limited support in setting up the program. Its primary responsibility is to conduct the quality assurance processes required to maintain the integrity of student results. If further support is required for setting up the program or for ongoing maintenance, schools must negotiate the provision of these services through other education providers.