



GUIDELINES

Application for permission to enrol in a WACE language course

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Disclaimer

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

Guidelines

Application for permission to enrol in a WACE language course

Please provide this information to students before distributing the *Application for permission to enrol in a WACE language course*.

Target candidature for Second language, Background language and First language courses

Second language courses

WACE Second language courses are aimed at Year 11–12 students for whom the language is a second (or subsequent) language. These students have not been exposed to or interacted in the language outside the language classroom. They have typically learnt everything they know about the language and its culture through classroom teaching in an Australian school or similar environment, where English is the language of school instruction. Students have typically studied the language for 200–400 hours at the commencement of Year 11. These students may have experienced some short stays or exchanges (less than two years in total) in a country where the language is a medium of communication.

Background language courses

WACE Background language courses are aimed at Year 11–12 students who have typically been brought up in a home where the language is used, and they have a connection to that culture. These students have some degree of understanding and knowledge of the language. They have received all or most of their formal education in schools where English (or another language different from the language of the course) is the medium of instruction. Students may have undertaken some study of the language in a community, primary and/or secondary school in Australia. Students may have had formal education (less than five years in total) in a school where the language is the medium of instruction and spent some time for holiday, family visits or exchange purposes in a country where the language is a medium of communication.

NB For the purpose of this application, speakers of dialects and variants of a language are considered to be speakers of the standard language. Speakers of Indonesian and speakers of Malay are considered to be speakers of both languages.

First language courses

WACE First language courses are for Year 11–12 students who have a cultural and linguistic background in the language. These students may have been born or have lived in a country where the language is spoken or have had more than five years formal education (from pre-primary or equivalent) in the language in a country and/or school where the language is the medium of communication and/or instruction. They speak or write the language at home or elsewhere outside the classroom, in a sustained manner with a person or persons who have a background in the language.

NB For the purpose of this application, speakers of dialects and variants of a language are considered to be speakers of the standard language. Speakers of Indonesian and speakers of Malay are considered to be speakers of both languages.

Approval for enrolment – Criteria summary

Criteria	Second language courses	Background language courses	First language courses
Years of formal education (from pre-primary) where the language is the medium of instruction, (including education in community and ethnic schools)	Less than one (1) year in total	Less than five (5) years in total	May be more than five (5) years in total
Residency and time spent in a country where the language is a medium of communication	Less than two (2) years in total	Less than five (5) years in total	May be more than five (5) years in total
Using the language for sustained communication outside the classroom with a person who has a background in the language	Not permitted	Permitted	Permitted
	Students must meet all the criteria for enrolment in a second language course	Students must meet all the criteria for enrolment in a background language course	Students who do not meet all the criteria for enrolment in a background language course must enrol in a first language course

Provision of false, inaccurate or incomplete information could place at risk a student's eligibility for the WACE.

Information to be provided by the student and the school

The information provided in and with the form enables the Authority to assess applications. All students must submit copies of the following documentation with their application:

- Secondary school reports for Years 7–10 from schools attended in Australia
- Reports/official records from ethnic and community schools attended out of normal school hours (if applicable)
- Passport pages showing entry/exit stamps and visas related to travel to countries where the language is spoken or a copy of the student's *International movement records* document, available from the Department of Immigration and Citizenship at <http://www.immi.gov.au/allforms/pdf/1359.pdf> (if applicable)
- School enrolment form giving details about language(s) spoken at home and by parents/guardian

In addition, students who have resided and/or attended school in a country or place where the language in which they wish to enrol is widely used, are required to supply additional documentation with their application. This documentation should include copies of:

- Passport pages or visas authenticating the date of entry into Australia as a resident
- Passport pages showing name, place of birth and nationality
- Passport pages confirming time spent in-country (entry/exit stamps and visas)
- School reports or official attendance records from schools overseas, with the language of school instruction clearly indicated.

Completing the Application

The applicant

Sections 1, 3, 5.1 and 5.2 are to be completed by the student and the student's parent/guardian. Each applicant must complete all parts of the table in Section 3.1.1 from the age of 5 as required. If applicable, applicants should complete Sections 3.1.2 and 3.2 as required. All applicants must complete Section 3.3 in full. Step-by-step instructions are provided in the document *Completing the Application for permission to enrol in a WACE language course*.

The school

The language teacher or school contact is required to complete **Section 2** and **Section 5.3**. Please provide a current email address and direct telephone number if available.

Principal's declaration

It is important that the principal views the completed application to ensure that the information provided by the student in **Sections 1 and 3** is consistent and corresponds with the information on the student's school records. By signing the declaration in **Section 5.4**, the principal acknowledges that all information provided by the student has been checked and is accurate. This is particularly important where students may have studied in schools or resided in countries where the language is used.

Checklist

Please use the checklist in **Section 4** to ensure all relevant documentation is included when submitting the application.

Section 3: Information related to enrolment criteria

(To be completed by the applicant)

3.1 Educational background

3.1.1 Complete all parts of the table below, giving details for each year of schooling (pre-primary, primary, secondary) undertaken **from the age of 5 years**.

Month/year (MM/YYYY)	Year level	Main school/place of learning (include country if not in Australia)	Language(s) of instruction for courses other than proposed language of study	Number of hours of instruction in proposed language of study per week
	11			
	10			
	9			
	8			
	7			
	6			
	5			
	4			
	3			
	2			
	1			
	Pre- primary			



Attach copies of secondary school reports to this form.

3.1.2 Have you attended community or ethnic schools out of school hours?

- Yes. Complete all parts of the table below
- No. Go to 3.2

Month/year (MM/YYYY)	Year level(s)	Name of community or ethnic school	Languages of school instruction <small>(language most commonly used by teachers in class)</small>	Hours per week



Attach copies of reports/official records from ethnic and community school/s to this form.

3.2 In-country experience

3.2.1 Complete all parts of the table below to indicate where you were born and the country or region where you have lived/live. Also include countries or regions you have visited, where the proposed language of study is a language of communication.

Calendar year	Country or region	Duration of residence or visit	Purpose of visit/in-country experience
2014			
2013			
2012			
2011			
2010			
2009			
2008			
2007			
2006			
2005			
2004			
2003			
2002			
2001			
2000			



If you have *lived* in or *visited* a country or region where the language of study is a language of communication, attach copies of documents to this form:

- Passport pages and visas showing dates of entry/exit into and out of Australia as evidence of residency in Australia and/or overseas.
- Passport pages and visas showing dates of entry/exit into and out of countries where the language is spoken as evidence of travel to those countries.

3.3 Family or community linguistic experience

1. The first language/s I learnt to speak:

2. Other languages I speak (do not include languages you have learned only in an Australian school, where English is the language of instruction):

- 3.3.1** Please complete the table indicating which languages are used for communicating outside the classroom.

	Most used	Second most used	Third most used
1. Which language(s) do your parents or guardian(s) speak at home with each other?			
2. Which language(s) do your parents or guardian(s) speak at home with you?			
3. Which language(s) do you speak at home with your parents or guardian(s)?			
4. Which language(s) do you speak with your siblings?			
5. Which language(s) do you speak with your friends?			
6. Which language(s) can you read for purposes other than schoolwork/homework? (Do not include languages you have learned only in an Australian classroom.)			
7. Which language(s) can you write for purposes other than schoolwork/homework? (Do not include languages you have learned only in an Australian classroom.)			

3.4 Additional information related to enrolment criteria
(To be completed by the applicant)

Please add any additional relevant information.

Section 4: Checklist

I have attached **copies** of the following documents to this application (**where applicable**):

- Secondary school reports from schools attended in Australia
- Reports and/or official records from ethnic and community schools attended out of normal school hours
- Passport pages showing entry/exit stamps and visas related to travel to countries where the language is spoken or an International movement records copy, available from the Department of Immigration and Citizenship at <http://www.immi.gov.au/allforms/pdf/1359.pdf>
- School enrolment form giving details about language(s) spoken at home and by parents/guardian
- Passport pages or visas authenticating the date of entry into Australia as a resident
- Passport pages showing name, place of birth and nationality
- Passport pages confirming time spent in-country (entry/exit stamps and visas)
- School reports or official attendance records from schools overseas, including primary school, with the language of school instruction clearly indicated
- Other (please specify) _____

NB Please do not submit original documents as they will not be returned.

Section 5: Declarations

5.1 Applicant Statutory declaration

(To be completed by the applicant)

Please complete the Statutory declaration below. It must be signed by the applicant and an authorised witness.

STATUTORY DECLARATION

I, _____

[name of person making the declaration]

[address and occupation of person making the declaration]

sincerely declare as follows:

that the information I have provided in the *Application for permission to enrol in a WACE language course* relating to:

Section 1: Student information

Section 3: Information related to enrolment criteria

is true and correct to the best of my knowledge.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at _____

[place]

on _____

[date]

by _____

[Signature of person making the declaration]

in the presence of _____

[Signature of authorised witness]

[Name of authorised witness and qualification as such a witness]

5.2 Parent/guardian Statutory declaration

(To be completed by the parent/guardian)

Please complete the Statutory declaration below. It must be signed by the applicant's parent or guardian and an authorised witness.

STATUTORY DECLARATION

I, _____
[name of person making the declaration]

[address and occupation of person making the declaration]

sincerely declare as follows:

that the information I have provided in the *Application for permission to enrol in a WACE language course* relating to:

Section 1: Student information

Section 3: Information related to enrolment criteria

is true and correct to the best of my knowledge.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at _____
[place]

on _____
[date]

by _____
[Signature of person making the declaration]

in the presence of _____
[Signature of authorised witness]

[Name of authorised witness and qualification as such a witness]

5.3 Teacher endorsement

(To be completed by the relevant language teacher)

This student is best described as a *(tick as appropriate)*

- second language learner who does not show evidence of exposure to the language of study outside the classroom
- background language learner
- first language learner

Name of teacher _____

Teacher's signature _____ Date ____/____/____

Additional comments:

5.4 Principal declaration

(To be completed by the principal of the main school for this applicant)

I certify that the information in this form has been checked and is correct to the best of my knowledge.

Name of principal _____

Principal's signature _____ Date ____/____/____