



VET WACE requirements Special Consideration for Year 12 students RTO partnership issues – Bulk application process

Schools may apply on behalf of multiple students when their WACE achievement has been adversely affected by complications with a registered training organisation (RTO) partnership through a bulk application process.

Special consideration process

Applications

Bulk applications for special consideration should be used as a last resort for students who have been affected by complications with a RTO partnership, or with RTO certification and resulting processes.

Application Deadlines

Bulk applications for special consideration must be emailed to vetinfo@scsa.wa.edu.au by no later than **Wednesday, 30 October 2019**, unless otherwise approved by the Assistant Executive Director, Examinations, Certification and Testing.

Written submission

Schools must include in their application:

1. A written submission to the Authority which clearly demonstrates the following:
 - (a) The circumstances which have prevented the students from completing a Certificate II or higher or partial Certificate III or higher by the end of Year 12 and/or the impact of the issue on other WACE requirements.
 - (b) Details of the attempts made by the school to arrange suitable alternatives and the reasons why the arrangement/s were not pursued.
 - (c) In the situation where a RTO's registration or scope of delivery has been impacted, details of any affected full qualifications certified in previous years by the now defunct RTO.
2. A current year *Enrolments in VET Units of Competency (ENVET)* file populated with only the students who are expected to meet all other WACE requirements by the end of Year 12 and who are enrolled in the affected qualifications.
3. If applicable, a *VET Qualification Results (RSQUAL)* file from current or previous years populated with only students who are expected to meet all other WACE requirements by the end of Year 12 and who completed qualifications in the affected qualifications that were certified by the relevant RTO.

Additional Information

Schools will need to apply to the Authority for WACE recognition of previous or current year full qualifications that have already been reported in SIRS in the affected qualifications. Upon approval of an application for special consideration, the unit equivalence for the affected qualifications will be allocated as per the normal VET credit arrangements for WACE and the Certificate II or higher minimum requirement deemed to be met; however, the achievement will not appear on the Western Australian Statement of Student Achievement (WASSA).



**Bulk Application for Special Consideration – Certificate II or higher
WACE requirement for Year 12 students – RTO partnership issues**

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SCHOOL CODE

This form is to be used by schools when seeking approval from the School Curriculum and Standards Authority on behalf of multiple students who have been adversely affected by complications with a RTO partnership and who will not meet the requirements for WACE completion by the end of Year 12 as a consequence.

School name _____

Number of students seeking special consideration _____

School Contact _____
(Name) (Telephone Number)

Please attach the following documentation to the submission for special consideration:

- Details of the circumstances which have prevented the students from completing a VET qualification and evidence of alternative arrangements which have been explored.
- In the situation where an RTO's registration has been impacted, details of any affected full qualifications achieved in previous years through the defunct RTO.
- A current year *Enrolments in VET Units of Competency (ENVET)* file populated with only the students who are expected to meet all other WACE requirements by the end of Year 12 and who are enrolled in the affected qualifications.
- If applicable, a *VET Qualification Results (RSQUAL)* file from current or previous years populated with only students who are expected to meet all other WACE requirements by the end of Year 12 and who completed qualifications in the affected qualifications that were certified by the relevant RTO.

This submission is to be completed by the Principal or school representative

Principal's declaration

The information and evidence provided in this submission is a true and accurate account of the situation. All suitable alternatives have been explored and it has been deemed that no satisfactory option is available that will provide the students with the opportunity to complete their VET qualification/s by the end of Year 12.

Principal _____
(Name) (Signature)

Date _____

Return the completed form to vetinfo@scsa.wa.edu.au by no later than **Wednesday, 30 October 2019***
(*unless otherwise arranged)

Office use only:

Assistant Executive Director – Examinations, Certification and Testing approval Yes No

Assistant Executive Director signature _____ **Date** _____

Student record amended in SIRS: Officer Name _____ **Date** _____