



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

**APPLICATION FOR ENDORSEMENT
OF A
PROVIDER-DEVELOPED
PROGRAM**

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Introduction

An endorsed program is a significant learning program that has been developed for students in years 11 and 12. An endorsed program may have been developed by the Authority, or it may have been developed by a private provider or a school and subsequently endorsed by the School Curriculum and Standards Authority.

Each endorsed program consists of a series of lessons, classes and/or activities designed to lead to the achievement of a common goal or set of learning outcomes.

All endorsed programs successfully completed by a Year 10, 11 or 12 student and reported to the Authority are listed on the student's Western Australian Statement of Student Achievement (WASSA) and contribute towards their Western Australian Certificate of Education (WACE).

Categories of endorsed programs

There are three categories of endorsed programs, which differ in respect to:

- the developer
- the type of evidence required for determining student achievement
- the quality assurance processes and activities.

These categories of endorsed programs are:

1. Authority-developed endorsed programs

These endorsed programs are developed by the Authority to provide WACE recognition for students undertaking activities of a similar nature and for which no quality-assured certificate or award is issued.

2. Provider-developed endorsed programs

These endorsed programs are developed by a private provider such as a university, community organisation or training institution. Provider-developed endorsed programs recognise structured learning programs that result in the attainment of a quality-assured certificate or award.

3. School-developed endorsed programs

These endorsed programs are developed by individual schools in response to a particular need and which cannot be met through a WACE course, a VET qualification or another endorsed program.

Endorsement of Provider-developed programs

Providers of educational programs can apply to the Authority for endorsement of a program they have developed by completing the Provider-developed application for endorsement form (see Appendix 1). The criteria for endorsement checklist used by the endorsed programs panel when considering programs for endorsement can be seen in Appendix 2.

Applicants are encouraged to seek the support of the Principal Consultant Curriculum – Endorsed programs at the Authority to complete the application form. The application form can be downloaded from the Authority website at <http://www.scsa.wa.edu.au/Apps/EP/display.aspx>.

Unit equivalence

For the WACE, students must complete a minimum of 20 course units or equivalents. Endorsed programs can contribute a maximum of 4 unit equivalents towards this requirement. An endorsed program is allocated unit equivalence on the basis of 'average learning time'. This is an estimation of the number of hours required to achieve the outcomes of the program. Endorsed programs are allocated one unit equivalent for each 55 hours average learning time, to a maximum of 4 unit equivalents. To enable unit equivalence to be established, the provider applying for program endorsement is required to provide information about the complexity of the program and the time required to complete the program.

Length of endorsement

The period of endorsement varies between categories of endorsed programs:

- Authority-developed programs are endorsed for a maximum of 5 years
- Provider-developed programs are endorsed for a maximum of 5 years
- School-developed programs are endorsed for a maximum of 3 years.

Programs dependent on specific resources can be endorsed for a period of less than 3 years.

Programs dependent on funding are endorsed only for the period funding is guaranteed.

Evidence of learning

For Provider-developed programs the evidence of learning is the quality-assured certificate, award, examination report, statement of attainment or academic report issued to students who successfully complete the program. This evidence must be presented to the school before the deadline for reporting achievement to the Authority. The school is required to keep a copy of the evidence on the student's file.

Principles for endorsement of programs

Endorsement of programs is based on the following principles.

1. Substantial learning

Endorsed programs recognise substantial student learning that does not duplicate a WACE course. The Authority determines the equivalence of a program in relation to one unit of a WACE course. A program is allocated the equivalent of zero, one, two, three or four course units on the basis of the average learning time required for completion. Where the average learning time is less than 55 hours, a program can be endorsed with zero unit equivalence if the learning is significant and is not provided in a WACE course.

2. The standard and quality assurance of programs

Endorsed programs are of a standard consistent with senior secondary expectations, unless endorsed specifically for students with special educational needs.

For Provider-developed programs, the provider has its own system of quality assurance.

3. Quality assurance of student achievement

All assessment of student achievement must be consistent with the principles of assessment outlined in the WACE Manual.

For Provider-developed programs, student achievement is assessed by means of an examination or competency checklist, with requirements typically detailed in a manual or syllabus.

Criteria for endorsement or re-endorsement of a program

All programs must meet the following criteria to be endorsed by the Authority:

1. The program must involve a coherent series of lessons or activities that result in the achievement of specified learning outcomes.
2. The program must be of a standard consistent with senior secondary expectations unless endorsed specifically for students with special educational needs.
3. The program must not duplicate a WACE course.
4. The specific learning outcomes for the program must indicate what the participant should know, understand and be able to do at the completion of the program.
5. The provider must clearly indicate what constitutes successful completion of the program.
6. The program must provide opportunities for students to demonstrate achievement of specific learning outcomes.
7. The program must contribute to the ongoing development of knowledge, understanding and skills necessary for the achievement of one or more of the following:

- personal goals
 - civic responsibilities
 - improved health and wellbeing
 - enhanced vocational opportunities.
8. The program must be consistent with the teaching and learning principles outlined in Section 3 of the *WACE Manual*.
 9. Assessment practices required for the program must be fair, educative, comprehensive, explicit and valid.
 10. Delivery of the program must comply with occupational safety and health and duty of care policies and must include Working with Children Checks where required.
 11. There must be an identified need for the program.

The endorsement process

The endorsement process takes approximately three months from submission of the final application to endorsement. Deadlines for submission of applications are advertised in Authority publications.

A panel which comprises representatives from all education sector/systems and the Authority secretariat meets once a year to consider applications for endorsement and/or re-endorsement. The panel recommends to the Board of the Authority, the period of endorsement and unit equivalence of each program based on its nature, scope and average learning time.

Maintenance of endorsed programs

Provider contact details

The provider is contacted by the Authority at the beginning of each year throughout the period of endorsement to ensure that the organisation's contact details are current and the information on the Authority's website regarding the program is correct.

Achievement data validation

The provider is required to work with the Authority to check that the achievement data that schools report to the Authority is an accurate reflection of the achievement recorded by the provider. To this end, the provider must engage in a data cross-reference check on a rotational basis or as the need arises. To facilitate this process, as part of the student's registration for the program, the provider must collect the student's School Curriculum and Standards Authority eight-digit ID number.

Applying for re-endorsement

Providers are invited to apply for re-endorsement at the beginning of the final year of endorsement.

Any program that has not attracted any enrolments over the period of endorsement will not be re-endorsed.

Participant profile

Identify for whom this program is designed.

List any pre-requisites required to undertake this program.

Cost

Estimate the costs associated with the delivery or certification of this program.

Rationale

State the reason that your organisation wants this program endorsed.

Is this program currently being delivered to students in Years 10–12 in Western Australian schools? Yes No

If endorsed by the Authority, indicate how many students in Years 10–12 are anticipated to undertake this program.

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Learning outcomes

List the key learning outcomes of this program (typically a maximum of 5).

Learning and teaching program

Describe what will be taught, when and how. (A program outline may be attached to this application)

Assessment

Describe what will be assessed, when and how. (An assessment outline may be attached to this application)

Certification evidence (Attach a sample certificate, award, examination report or academic record)

Minimum requirements for the program to be successfully completed: (This may include attendance, assessment tasks and/or performance)

Achievement descriptors

List the words that are used to describe achievement in the program? (Typically one or two words such as 'competent', 'achieved', 'pass', 'distinction')

Program structure and delivery strategy

Tick (✓) the statements that apply to the program delivery strategy for this program.

<input type="checkbox"/> On school premises	<input type="checkbox"/> Off school premises
<input type="checkbox"/> During normal school hours	<input type="checkbox"/> Outside of normal school hours
<input type="checkbox"/> In a concentrated block of time	<input type="checkbox"/> Spread across a number of weeks or more
<input type="checkbox"/> Run by school personnel	<input type="checkbox"/> Run by non-school personnel
<input type="checkbox"/> For individuals or small numbers	<input type="checkbox"/> For larger groups or whole class

Personnel

Identify the personnel who will be delivering this program.

Personnel	List qualifications, competencies, experience, training or induction

Note: If required, personnel working with children must have a current Working with Children Check. For comprehensive information on the Working with Children check, go to www.checkwwc.wa.gov.au

Resource requirements

List the specialist facilities and/or equipment that are essential to the delivery of the program.

Quality assurance

List the procedures or protocols that are in place to ensure the delivery of a quality program.

List the measures that are taken by the organisation to ensure the authenticity of certification (e.g. signature on the certificate, use of a logo).

Record keeping

Describe the records that the organisation keeps.

Describe how and where records are kept and for how long.

Program evaluation

Describe how the organisation evaluates its program and how often.

Longevity of program

Identify how long the program has been running and how long it is anticipated the program will remain in its present form.

Additional information or comment

*For further information or assistance in completing this application form, contact:
Leanne Meldrum, Principal Consultant Curriculum - Endorsed Programs on (08) 9273 6746.
Email the completed application in Word format to leanne.meldrum@scsa.wa.edu.au*

Appendix 2: Criteria for endorsement checklist

(To be completed by the endorsed programs panel)

Provider-developed program		
Provider:	Provider code	
Program title:	Program code P	
Criteria	✓ or x	Comment
What is the average learning time required for this program in hours?		
Is this program currently delivered in schools?		
Have all costs been identified?		
Has a teaching and learning program/syllabus been provided?		
Has an assessment outline been provided?		
Has a sample certificate been attached?		
Are the requirements for issuing a certificate stipulated?		
What are the achievement descriptors?		
Have the program delivery strategies been identified?		
Have the personnel been identified for the program?		
Have the necessary resources been identified?		
Has the organisation identified processes for assuring the quality of the program?		
Are permanent records of achievement maintained?		
Is the program evaluated and reviewed periodically?		
Recommended period of endorsement: From _____ to _____		
Recommended unit equivalence: _____ unit equivalent/s		