



**School Curriculum  
and Standards  
Authority**

# Student Records Management System

School guide for online Year 11 equivalent studies  
applications: international



## Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the SCSA) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The SCSA acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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School Curriculum and Standards Authority

Street address: 303 Sevenoaks Street CANNINGTON WA 6107

Postal address: PO Box 816 CANNINGTON WA 6987

Phone: +61 8 9273 6300

General email: [info@scsa.wa.edu.au](mailto:info@scsa.wa.edu.au)

Web: [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)

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## Online Year 11 equivalent studies applications

Schools may enrol a student in Year 12 if they consider that studies completed elsewhere indicate that the student has achieved the equivalent of Year 11 studies.

Schools should complete an online application for Year 11 equivalent studies for a Western Australian Certificate of Education (WACE). This applies to students who:

- are transferring into the WACE program at the start of a semester and who have completed the equivalent of one semester of Year 11 in Western Australia; or
- have completed studies at an international or interstate institution or through training equivalent to the completion of Year 11 in Western Australia.

This user guide is for school administrators who will create and submit a Year 11 equivalent studies application via the Student Records Management System (SRMS) portal and the principal or deputy principal who will certify the documentation to support this application.

The School Curriculum and Standards Authority (the SCSA) considers all applications submitted by schools through the SRMS portal.

If you have any queries about the online Year 11 equivalent studies application, contact the SCSA's Data Services team at [dataservices@scsa.wa.edu.au](mailto:dataservices@scsa.wa.edu.au).

## Application timelines

Schools may complete a Year 11 equivalent studies application for students in Year 11 or Year 12.

The SCSA will process applications for current Year 12 students up to a week prior to the last date for the upload of Year 12 registration and demographic information in the [Activities Schedule](https://www.scsa.wa.edu.au/publications/activities-schedule) (<https://www.scsa.wa.edu.au/publications/activities-schedule>). After this date, the Student Information Records System (SIRS) database will be locked and will not accept any Year 12 achievements.

The SCSA will process **semester-long applications** for current Year 11 students **after Semester 1 has finished**.

The SCSA will process **year-long applications** for current Year 11 students, but these are not finalised until the students are **registered in Year 12**.

These applications for current Year 11 students will remain in **Pending Year 12 registration** status until the students are registered in Year 12, when they will update to **Approved** status and the block credit will be applied to SIRS.

## Five steps for school administrator submission

To submit a Year 11 equivalent studies application, your SRMS account must be assigned the **School Equivalent Studies Administrator** role. This role can be assigned by the SRMS school administrator.

### Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

The screenshot shows the SRMS portal login interface. It features a dark header with the Department of Education logo and 'SRMS portal' text. Below the header, there are two main sections: 'Government school login' and 'Non-government school login'. The 'Government school login' section has a 'education.wa.edu.au LOGIN' button and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The 'Non-government school login' section has a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox labeled 'I have read and understand the terms of use', a 'LOGIN' button, and a 'CANCEL' button. At the bottom of the 'Non-government school login' section, there is a link 'CLICK HERE FOR LOGIN INSTRUCTIONS' and a link 'Forgot your password?'.

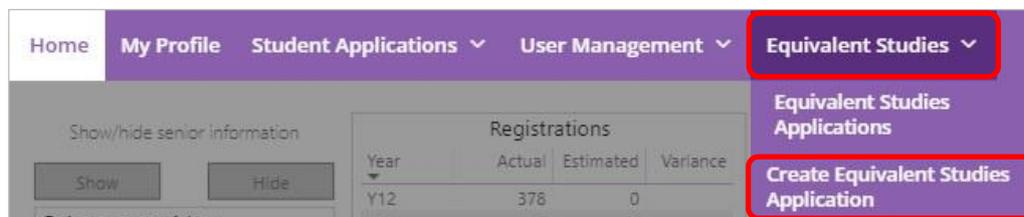
The screenshot shows the 'CLICK HERE FOR LOGIN INSTRUCTIONS' page. It contains the following text: 'Your school administrator will add your work email address to the SRMS. You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password. Enter your work email address and password in the login panel. Tick the box to confirm that you have read and understand the terms of use. Click on the Login button to enter the SRMS portal. Forgot your password?'.

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, and then you can choose another password.

## Step 2: Create a Year 11 equivalent studies application

To create a Year 11 equivalent studies application, click on the **Equivalent Studies** tab and select **Create Equivalent Studies Application** from the drop-down list (highlighted below).

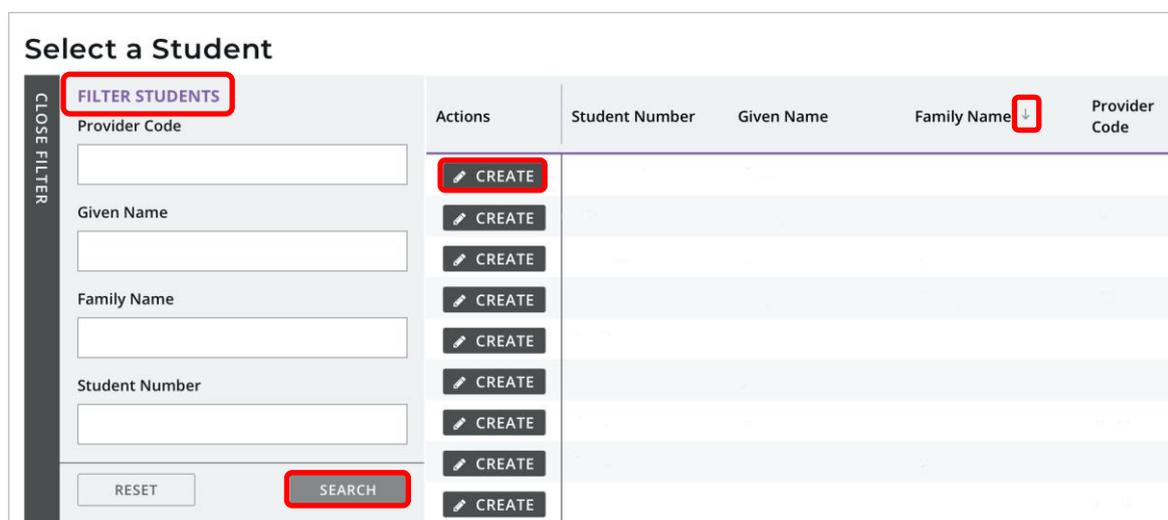


All students in Years 11 and 12 will be displayed in alphabetical order on the screen. Search through the alphabetical list to find the student who requires a Year 11 equivalent studies application.

Alternatively, search for that student with the **Filter students** function (highlighted below). Type in the student's **Given Name** and/or **Family Name**, or their WA **Student Number**, then click on the **Search** button (highlighted below) to select that student's details.

When you have selected the correct student, click on the **Create** button (highlighted below) next to that student's details.

Note: to rearrange the order of students' names displayed on the screen, click on the **arrow** (highlighted below) next to **Family Name**.



Click on the arrows at the bottom of the screen to navigate from one page to the next.



If the student already has block credit of one semester or one full year of Year 11 equivalent studies, you will see the warning below and will not be able to start an application.

Refer to the SIRS report **CSE136** to confirm how much block credit has been granted to the student.



You will see the *Year 11 equivalent studies for a Western Australian Certificate of Education (WACE): Completion of the equivalent of senior secondary studies* introduction on the screen. Click on the **Next** button, then click on the **Next** button again to start an application. Complete all four sections of the application.

### Calendar year

Type in the calendar year in which the studies were completed.

### Length of time

Select the length of time the studies are equivalent to from the drop-down list, i.e. **One semester** (Certificate II) or **Whole year** (Certificate III or above).

### Type of Year 11 equivalent studies

Select the type of Year 11 equivalent studies completed from the drop-down list, i.e. **VET**, **VET: Apprenticeship/Traineeship** or **Secondary Education**.

### Where the Year 11 equivalent studies were completed

Select where the Year 11 equivalent studies were undertaken from the drop-down list, i.e.

**International (outside Australia), Interstate (within Australia), Other (specify) or Through an RTO.**

If you select **Other (specify)**, you must provide details for consideration by the SCSA.

The SCSA will recognise the completion of the Year 11 International Baccalaureate (IB) Diploma Programme as credit for Year 11 equivalent studies and this will contribute to meeting the WACE requirements where students transfer to the WACE program in Year 12.

Studies were completed:	Please specify details for consideration by the Authority (max 5000 characters)
Select	
International (outside Australia)	
Interstate (within Australia)	
Other (specify)	
Through an RTO	

If you select **International (outside Australia), Interstate (within Australia) or Other (specify)**, click on the **Submit** button (highlighted below) to submit the application. These Year 11 equivalent studies applications do not require any supporting documents.

If you would like to save the application and complete it later, click on the **Save** button (highlighted below).

If you decide to cancel the application, click on the **Cancel equivalent studies application** button (highlighted below).

Calendar year in which studies were completed:
2020
Studies completed are equivalent to:
Whole year
Type of studies completed:
Secondary Education
Studies were completed:
International (outside Australia)
<b>SAVE</b> <b>SUBMIT</b> <input type="button" value="↑ BACK TO TOP"/>
<input type="button" value="CANCEL EQUIVALENT STUDIES APPLICATION"/>

If the student completed their Year 11 equivalent studies at a registered training organisation (RTO), enter the RTO provider code or name in the **RTO** field (highlighted below). As you type, a predictive drop-down list of RTOs that include those numbers or letters (minimum two numbers or letters) will appear. Select the correct RTO from the drop-down list.

Please select either the RTO or provide a description of the RTO if it is not listed.

RTO:

34

32134 - Meridan State College

50343 - Mandurah Safety and Training Services Pty Ltd

50834 - Australian Institute of Technology Transfer

52334 - S.E.T.S Enterprises Pty Ltd

7134 - Franklyn Scholar (Australia) Pty Ltd

If you do not see the RTO listed, type the RTO's name and/or code in the **RTO description: Name and/or code** field (highlighted below).

Please select either the RTO or provide a description of the RTO if it is not listed.

RTO:

RTO description: Name and/or code

### Qualifications

Select the qualification code from the **Qualification** field (example shown below). As you type, a predictive drop-down list of qualification codes that include those numbers or letters will appear. Select the correct qualification from the drop-down list.

Qualification:

CHC24015 - Certificate II in Active Volunteering

MEA20415 - Certificate II in Aeroskills

MEA20418 - Certificate II in Aeroskills

AHC20116 - Certificate II in Agriculture

AHC20110 - Certificate II in Agriculture

You can search for the correct qualification using the terms Certificate, II, III, IV, or diploma, or keywords, such as automotive, construction, data, fashion, health, hospitality, media or retail (example shown below).

Qualification:

HLT21212 - Certificate II in Health Support Services

HLT23215 - Certificate II in Health Support Services

HLT21012 - Certificate II in Indigenous Environmental Health

HLT26015 - Certificate II in Population Health

HLT33015 - Certificate III in Allied Health Assistance

If you do not see the qualification code in the drop-down list, type the name and/or code in the **Qualification: Name and/or code** field (highlighted below).

Please select either the qualification or accredited course completed by the student.  
If the qualification is not listed, please provide the qualification name and/or code.

Qualification:

**Qualification: Name and/or code**

Accredited course:

### Accredited courses

Select the accredited course code from the **Accredited course** field (example shown below).

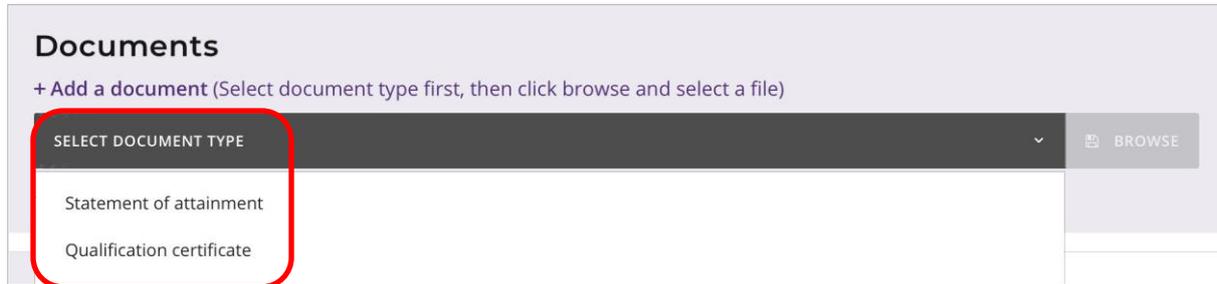
As you type, a predictive drop-down list of accredited course codes that include those numbers or letters will appear. Select the correct accredited course from the drop-down list.

Accredited course:

- 10135NAT - Certificate III in Horsemanship (Riding, Handling and Behaviour)
- 10465NAT - Certificate III in Work Skills for Career Enhancement and Management
- 52777WA - Certificate IV in Academic Preparation Studies
- 22078VIC - Certificate IV in Auslan
- 10433NAT - Certificate IV in Christian Ministry and Theology

### Step 3: Upload supporting documents

Click on the **Select document type** button (highlighted below) to see a list of required documents to support the student's Year 11 equivalent studies application.



**Documents**  
+ Add a document (Select document type first, then click browse and select a file)

**SELECT DOCUMENT TYPE** [dropdown arrow] **BROWSE**

- Statement of attainment
- Qualification certificate

You must provide a **Statement of attainment** and a **Qualification certificate** to support each Year 11 equivalent studies application achieved through an RTO.

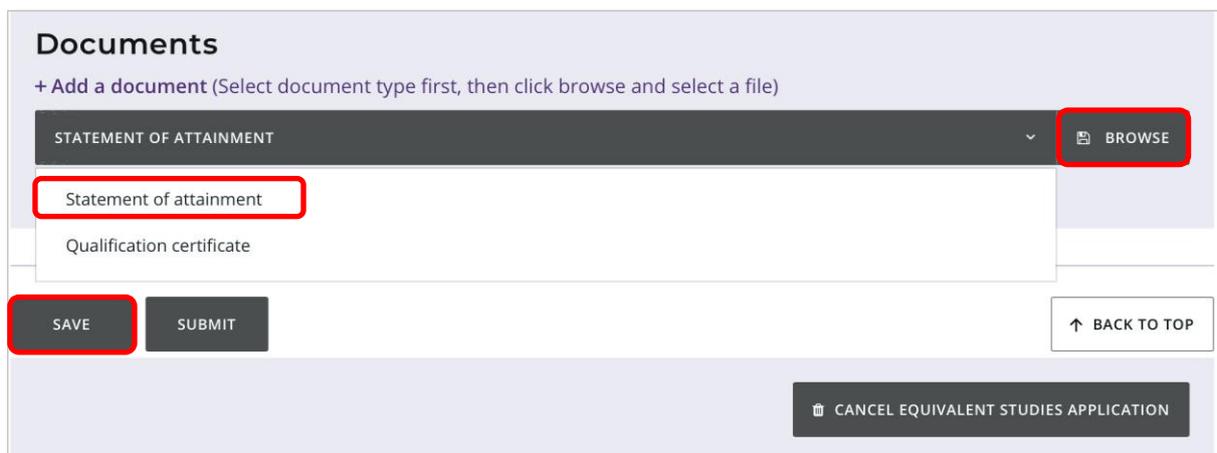
Photograph or scan each document and save the files to your computer. Your supporting documents must be saved as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word** documents will **not** be accepted.

Select the first file you wish to upload from the drop-down list (highlighted below). Click on the **Browse** button (highlighted below) to select the first file from your computer, and then click on the **Open** button (**Choose** button on a Mac) to upload this file.

Repeat this process to upload the second file.

If you do not upload both required documents, you will not be able to proceed to Step 4: Submit Year 11 equivalent studies application.

Click on the **Save** button (highlighted below) if you decide to submit the application later.



**Documents**  
+ Add a document (Select document type first, then click browse and select a file)

**STATEMENT OF ATTAINMENT** [dropdown arrow] **BROWSE**

- Statement of attainment
- Qualification certificate

**SAVE** **SUBMIT** **↑ BACK TO TOP**

**CANCEL EQUIVALENT STUDIES APPLICATION**

## Step 4: Submit a Year 11 equivalent studies application

Click on the **Submit** button (highlighted below) to submit the student's Year 11 equivalent studies application.

You will see a warning, asking if you are sure you want to complete the application.

Click on the **Yes** button (highlighted below) to submit this application or on the **No** button if you do not want to proceed.

Click on the **Cancel equivalent studies application** button (highlighted below) if you decide not to continue with this application.

### Documents

Status	Document type	File name	File size	Date uploaded	Action
✓ SAVED	Statement of attainment		179.7 kB	04/03/2020 10:29 AWST	✕ REMOVE
✓ SAVED	Qualification certificate		180.0 kB	04/03/2020 10:29 AWST	✕ REMOVE

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE BROWSE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

SAVE SUBMIT ↑ BACK TO TOP

✕ CANCEL EQUIVALENT STUDIES APPLICATION

### Complete application

Are you sure you want to complete the application?

NO YES

You will return to the **Schools Equivalent Studies** screen.

After submission, your principal or deputy principal will certify the student's application.

The SCSA will decide whether to approve the student's application or not, or if any amendments are required.

## Step 5: Amend a Year 11 equivalent studies application

If the SCSA requires any amendments to a student's application, you will see **Amend application** in the **Status** column on the **Schools Equivalent Studies** screen (highlighted below).

The **Requires attention by me** column will show as **Yes** (highlighted below), advising you to act.

Click on the **View** button (highlighted below) to see the required amendment/s.

Schools Equivalent Studies						
Actions	Status	Requires attention by me	WA student number	Given name	Family name	
<b>VIEW</b>	<b>Amend application</b>	<b>Yes</b>				
VIEW	Amend application	Yes				
VIEW	In progress					
VIEW	Certify and submit					

You will only be able to change the information identified by the SCSA, which will be highlighted in yellow (example below) with instructions about what to amend.

Select the correct response from the drop-down list for the section highlighted, then click on the **Submit** button (highlighted below).

⚠ Please amend to reflect this student's Year 11 studies.

Calendar year in which studies were completed:  
2022

Studies completed are equivalent to:  
Whole year

Type of studies completed:  
VET

Studies were completed:  
International (outside Australia)

If the SCSA requires an amendment to a student's application for studies completed at an RTO, the highlighted areas will include the **RTO provider** details, the **Qualification** code or **Accredited course** code and your supporting documents. You may be required to amend one or more fields.

To edit a field, clear your previous response then either select the correct response from the drop-down list in that field, or move to a different field to enter the correct details.

For example, if you had chosen **Qualification** by mistake, clear this response, then enter the correct Accredited course code in the **Accredited course** field.

As you type, a predictive drop-down list of responses will appear. Select the correct response for that field from the drop-down list.

Remove any supporting documents by selecting the **Remove** button (highlighted below), then follow Step 3 to upload the correct document/s.

Studies were completed:

Through an RTO

Please select either the RTO or provide a description of the RTO if it is not listed.

RTO:

Test RTO

RTO description: Name and/or code

Please select either the qualification or accredited course completed by the student. If the qualification is not listed, please provide the qualification name and/or code.

Qualification:

MEA20418 - Certificate II in Aeroskills

Qualification: Name and/or code

Accredited course:

### Documents

Status	Document type	File name	File size	Date uploaded	Action
✓ SAVED	Statement of attainment	School Report 1.pdf	179.7 kB	28/02/2023 13:16 A...	<b>✕ REMOVE</b>
✓ SAVED	Qualification certificate	School Report 2.pdf	180.0 kB	28/02/2023 13:17 A...	<b>✕ REMOVE</b>

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

When you have amended the information and/or uploaded a new document/s, as requested, then click on the **Submit** button (highlighted below) to submit this additional information.

Completed by

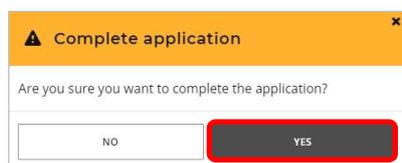
Completed date 09/04/2020 15:16 AWST

### Equivalent Studies Review Application

Further information instructions

You will see a warning, asking if you are sure you want to complete the application.

Click on the **Yes** button (highlighted below) to submit this application or on the **No** button if you do not want to proceed.



You will return to the **Schools Equivalent Studies** screen.

The **Status** column will say **Certify and submit** (highlighted below), which means that the application must be certified by your principal or deputy principal.

The **Requires attention by me** column will now be blank, to show that you have completed your amendment for that student's application.

Schools Equivalent Studies											
Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year	
<a href="#">VIEW</a>	In progress							Whole year	International (outside Australia)	12	
<a href="#">VIEW</a>	<b>Certify and submit</b>							Whole year	Other (specify)	12	
<a href="#">VIEW</a>	Certify and submit							Whole year	Through an RTO	12	
<a href="#">VIEW</a>	Certify and submit							Whole year	Interstate (within Australia)	12	

At any time, you can check the **Schools Equivalent Studies** screen to monitor the progress of students' applications. Below are terms you will see throughout the online Year 11 equivalent studies application process that relate to the status of students' applications.

Status of Year 11 equivalent studies applications	
<b>New</b>	New application has been started but not submitted by the school administrator
<b>Certify and submit</b>	Application requires certification and submission by the school principal or deputy principal
<b>Amend application</b>	Application requires amendment by the school administrator
<b>In progress</b>	Application has been received by the SCSA and is waiting for review and approval
<b>Approved</b>	Application has been approved by the SCSA
<b>Not approved</b>	Application has not been approved by the SCSA, with an explanation for this determination
<b>Pending Year 12 registration</b>	Application for a current Year 11 student has been processed and will be finalised when the student is registered in Year 12
<b>Cancelled</b>	Application has been cancelled by the school or the SCSA

## Three steps for principal or deputy principal certification

To certify a Year 11 equivalent studies application, your SRMS account must be assigned with the **School Equivalent Studies Officer** role. This role can be assigned by your SRMS school administrator and should only be assigned to the principal or deputy principal.

### Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

The screenshot shows the SRMS portal login interface. It features a dark header with the School Curriculum and Standards Authority logo and the text 'SRMS portal'. Below the header, there are two main sections: 'Government school login' and 'Non-government school login'. The 'Government school login' section has a link 'CLICK HERE FOR LOGIN INSTRUCTIONS' and a button 'education.wa.edu.au LOGIN'. The 'Non-government school login' section has a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox 'I have read and understand the terms of use', a 'LOGIN' button, and a 'CANCEL' button. At the bottom of the 'Non-government school login' section, there is a link 'CLICK HERE FOR LOGIN INSTRUCTIONS' and a link 'Forgot your password?'.

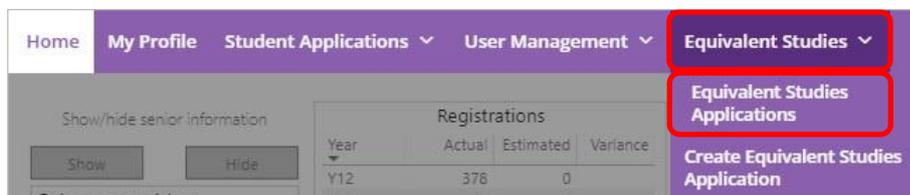
The screenshot shows the login instructions. The text reads: 'CLICK HERE FOR LOGIN INSTRUCTIONS', 'Your school administrator will add your work email address to the SRMS.', 'You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.', 'Enter your work email address and password in the login panel.', 'Tick the box to confirm that you have read and understand the terms of use.', 'Click on the Login button to enter the SRMS portal.', and 'Forgot your password?'.

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, and then invited to choose another password.

## Step 2: View and certify a Year 11 equivalent studies application

Select **Equivalent Studies Applications** from the **Equivalent Studies** drop-down list (highlighted below).



You will see all submitted applications for your students on the **Schools Equivalent Studies** screen.

The **Status** column will show as **Certify and submit** and the **Requires attention by me** column will show as **Yes**, advising you to act.

Click on the **View** button (highlighted below) to check and certify that student's application.

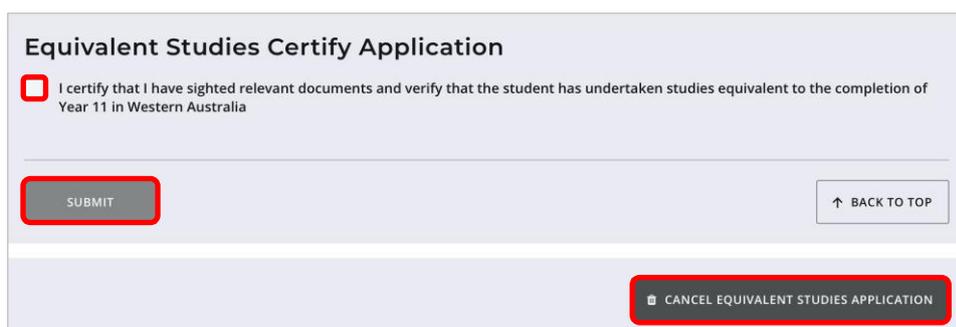
Schools Equivalent Studies											
Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year	
<b>VIEW</b>	Certify and submit	Yes						Whole year	Other (specify)	12	
<b>VIEW</b>	Certify and submit	Yes						Whole year	Through an RTO	12	
<b>VIEW</b>	Certify and submit	Yes						Whole year	Interstate (within Australia)	12	
<b>VIEW</b>	In progress							Whole year	International (outside Australia)	12	

Scroll to the bottom of the application to the **Equivalent Studies Certify Application** section.

Tick the check box (highlighted below) to certify that you have seen the relevant documents and can verify that the student has undertaken studies equivalent to the completion of either a semester or whole year of Year 11 in Western Australia.

Click on the **Submit** button (highlighted below) to submit your certification of that student's application.

Click on the **Cancel equivalent studies application** button (highlighted below) if you decide not to continue with this application.

A screenshot of the 'Equivalent Studies Certify Application' form. It features a title, a checkbox with the text 'I certify that I have sighted relevant documents and verify that the student has undertaken studies equivalent to the completion of Year 11 in Western Australia', a 'SUBMIT' button, a 'BACK TO TOP' button, and a 'CANCEL EQUIVALENT STUDIES APPLICATION' button at the bottom right. The checkbox and the 'SUBMIT' button are highlighted with red boxes.

You will return to the **Schools Equivalent Studies** screen.

The **Status** column will show as **In progress** (highlighted below), which means that the application has been received by the SCSA.

The **Requires attention by me** column will be blank, indicating that you have completed certification of that student's application.

Schools Equivalent Studies										
Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location ↓	Academic year
 VIEW	In progress							One seme...	Through an RTO	11
 VIEW	Approved							Whole year	International (outside Australia)	Not available

At any time, you can check the **Schools Equivalent Studies** screen to monitor the progress of students' applications.

Below are terms you will see throughout the online Year 11 equivalent studies application process that relate to the status of students' applications.

Status of Year 11 equivalent studies applications	
<b>New</b>	New application has been started but not submitted by the school administrator
<b>Certify and submit</b>	Application requires certification and submission by the school principal or deputy principal
<b>Amend application</b>	Application requires amendment by the school administrator
<b>In progress</b>	Application has been received by the SCSA and is waiting for review and approval
<b>Approved</b>	Application has been approved by the SCSA
<b>Not approved</b>	Application has not been approved by the SCSA, with an explanation for this determination
<b>Pending Year 12 registration</b>	Application for a current Year 11 student has been processed and will be finalised when the student is registered in Year 12
<b>Cancelled</b>	Application has been cancelled by the school or the SCSA

The SCSA will decide whether to approve each student's application or not, or if any amendments are required.

### Step 3: Certify an amended Year 11 equivalent studies application

If the SCSA requires any amendment/s to a Year 11 equivalent studies application from a student at your school, this will be done by the school administrator. You must then certify and submit the amended application.

You will see any amended applications on the **Schools Equivalent Studies** screen.

The **Status** column will say **Certify and submit** and the **Requires attention by me** column will say **Yes**, advising you to act.

Click on the **View** button (highlighted below) to certify that student's amended application.

Schools Equivalent Studies											
Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year	
<b>VIEW</b>	Certify and submit	Yes						Whole year	Other (specify)	12	
<b>VIEW</b>	In progress							Whole year	International (outside Australia)	12	
<b>VIEW</b>	In progress							Whole year	Through an RTO	12	
<b>VIEW</b>	In progress							Whole year	Interstate (within Australia)	12	

Scroll to the bottom of the application to the **Equivalent Studies Certify Application** section.

Tick the check box (highlighted below) to certify that you have seen the relevant documents and can verify that the student has undertaken studies equivalent to the completion of either a semester or whole year of Year 11 in Western Australia.

Click on the **Submit** button (highlighted below) to submit your certification of that student's amended Year 11 equivalent studies application.

#### Equivalent Studies Certify Application

I certify that I have sighted relevant documents and verify that the student has undertaken studies equivalent to the completion of a semester of Year 11 in Western Australia.

**SUBMIT** ↑ BACK TO TOP

**CANCEL EQUIVALENT STUDIES APPLICATION**

You will return to the **Schools Equivalent Studies** screen.

The **Status** column will show as **In progress** and the **Requires attention by me** column will now be blank to show that you have completed your certification of that amended Year 11 equivalent studies application.

