School Curriculum and Standards Authority

Student portal

Student guide for applications for WACE language courses

UPDATED
24/06/2024

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) 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 Authority 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.

Copyright

© School Curriculum and Standards Authority, 2019

This document – apart from any third-party copyright material contained in it – may be freely copied, or communicated on an intranet, for non-commercial purposes in educational institutions, provided that the School Curriculum and Standards Authority (the Authority) is acknowledged as the copyright owner, and that the Authority's moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the Authority. Copying or communication of any third-party copyright material can be done only within the terms of the *Copyright Act 1968* or with permission of the copyright owners.

Any content in this document that has been derived from the Australian Curriculum may be used under the terms of the Creative Commons Attribution 4.0 International (CC BY) licence.

School Curriculum and Standards Authority
Street address: 303 Sevenoaks Street CANNINGTON WA 6107
Postal address: PO Box 816 CANNINGTON WA 6987
Phone: (08) 9273 6300
General email: info@scsa.wa.edu.au
Web: www.scsa.wa.edu.au

2019/26392v5

Cover photo credit: SDI Productions via iStock

Contents

Introduction **1**

Enrolment criteria **1**

Five steps to apply for a WACE language course **1**

Student checklist for WACE Language Applications **2**

Step 1: Log in to the student portal **3**

Set up your personal email address 4

Set up your new password 5

Complete your Student Declaration and Permission 5

Returning to the student portal 6

Step 2: Start your language application **7**

Your details 7

Language application 9

Educational information 10

Residential information 13

Linguistic background 17

Step 3: Upload your supporting documents **20**

Supporting documents 20

Step 4: Submit your WACE language application **21**

Amend your WACE language application 22

Step 5: Check the student portal for your WACE language application status **24**

Appeal process **25**

Introduction

To enrol in a Western Australian Certificate of Education (WACE) language course, you are required to submit an *Application for permission to enrol in a WACE language course* (*Language Application*) to the School Curriculum and Standards Authority (the Authority).

Information about the language application process is available on the WACE Language applications page of the Authority website (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/wace-language-applications).

This user guide shows you how to submit an application via the student portal (https://studentportal.scsa.wa.edu.au).

You must submit your application to the Authority, with the required supporting documentation, by the deadline, which is published on the Authority website and in the *Activities Schedule*.

Students complete their application when they are in Year 10, or in Year 9 if they are gifted and talented/accelerated language students. A student's enrolment status is determined by the Authority on a case-by-case basis.

Enrolment criteria

The information you provide in this application will be assessed against three criteria:

- Education
- Residency and/or time spent in-country
- Use of the language for communication outside the language classroom.

Five steps to apply for a WACE language course

As outlined in this guide, there are five steps to follow to apply for permission to enrol in a WACE language course:

Step 1: Log in to the student portal

Step 2: Start your *Language Application*

Step 3: Upload your supporting documents

Step 4: Submit your *Language Application*

Step 5: Check the student portal for the status of your *Language Application*

Student checklist for WACE Language Applications

Use this checklist to get everything ready before you start your *Application for permission to enrol in a WACE Language Course* (*Language Application*). If you have any questions, ask your parent/s or guardian/s, your language teacher or school administration, or you can email the Authority at languagesenrolment@scsa.wa.edu.au.

1 Logging in to the student portal

To log in to the student portal (https://studentportal.scsa.wa.edu.au), you need your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider. You also need **a personal email address** and must be able to access your personal email account when you complete your *Language Application*. Using a personal email address allows you to receive emails after you have left school, and your school email address has expired.

2 Educational information

You need to provide the following education information:

- ❑ details of the schools you attended for each school year from Pre-primary:
  - name of the school
  - main language used for instruction at the school
  - language/s studied (if any)
  - hours of language study per week (if any)
- ❑ school report/s for years where you attended school/s outside Australia (if any)

3 Residential information

You need to provide the following residential details:

- ❑ countries you have lived in
- ❑ countries you have visited/travelled to/holidayed in, including the reason/s for and length of in-country visit/s. This includes only countries where the language spoken is the same as the one for which you are applying

4 Linguistic background

You need to provide the following linguistic details:

- ❑ the first language/s you learned to speak
- ❑ other language/s you speak, read and write
- ❑ the language/s you speak with your parent/s or guardian/s and with your siblings and friends
- ❑ the language/s your parent/s or guardian/s speak

5 Supporting documents

You need to photograph or scan the following documents for upload into your application:

- ❑ completed *Parent/Guardian Acknowledgement* form – mandatory
- ❑ passport identification page – if you were born in another country or have lived outside Australia
- ❑ school report/s – if you have attended school/s outside Australia
- ❑ international movement record/s – if you have lived in or frequently travelled to countries or places where the language for which you are applying is spoken (and if requested by the Authority)

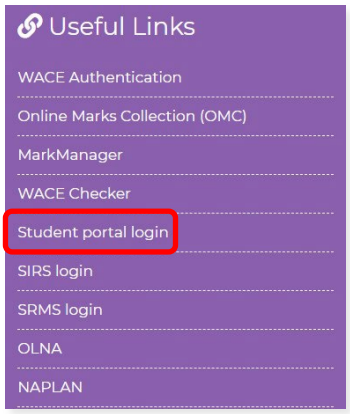
Save the supporting documents to your computer or mobile device as **.pdf**, **.jpg**, **.jpeg** or **.png** files, with **a maximum size of 4MB for each file**. Word documents will **not** be accepted, and you should not use spaces or unrecognisable characters or symbols such as < > ? ! / \ ” * : , # % $ ( ) { } + = @ when naming files.

This page has been left blank intentionally.

Step 1: Log in to the student portal

Log in to the student portal (https://studentportal.scsa.wa.edu.au).

You will find this link on the home page of the Authority website (https://scsa.wa.edu.au/). Click on the **Student portal login** link in the purple **Useful Links** panel (highlighted below).

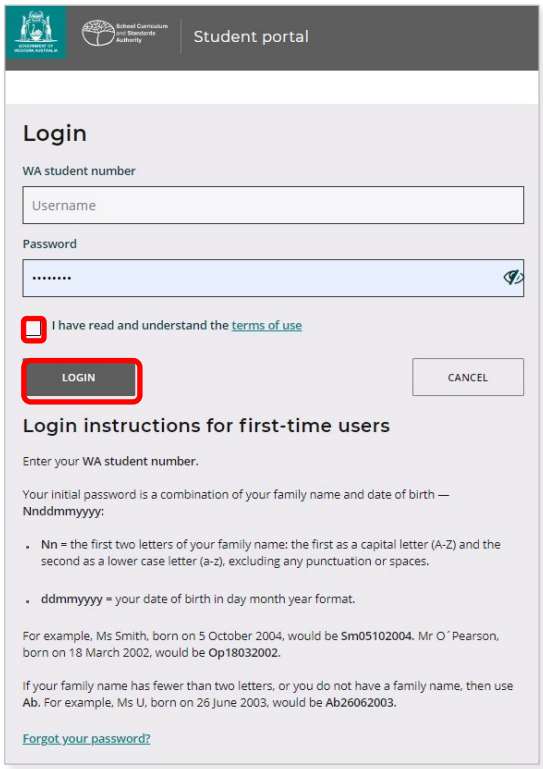


Enter your **WA student number**, which is on your school report/s. It may also be on your SmartRider.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A–Z) and the second as a lower case letter (a–z), excluding any punctuation or spaces
- **ddmmyyyy** = your date of birth in day month year format.

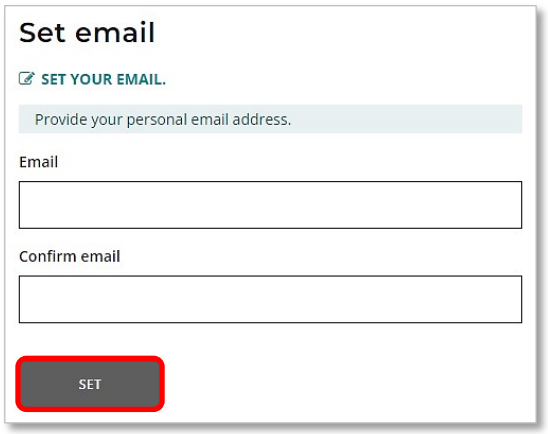
Tick the check box (highlighted below) to show that you have read and understand the terms of use and click on the **Login** button (highlighted below) to enter the student portal.



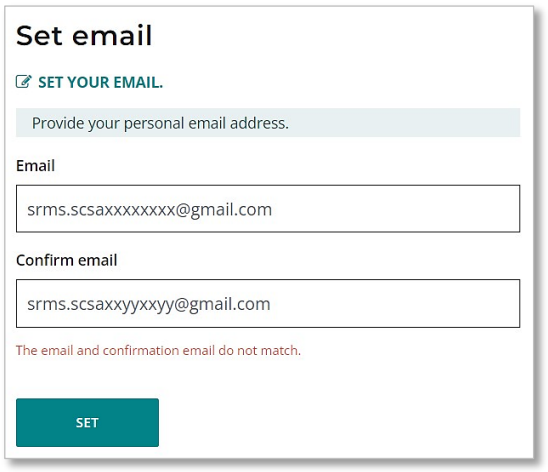
Set up your personal email address

Enter your personal email address, then re-enter it to confirm it. Click on the **Set** button (highlighted below).

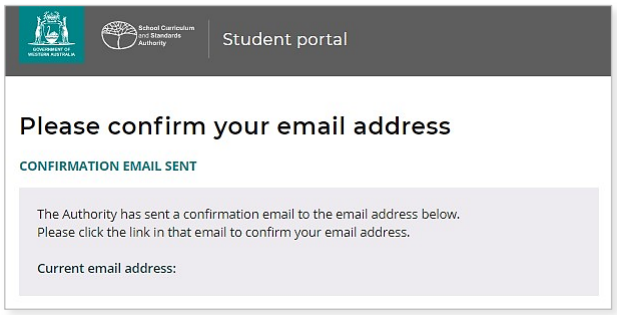
Note: use your personal email address so that you can receive emails after you have left school, and your school email address has expired.



You will see an error message if your email and confirmation email do not match.



A confirmation email will be sent to this email address.



Go to your personal email account and click on the link in the email to confirm your email address and complete your registration. If you cannot log in to your personal email account, contact your school or the Authority's Help Desk at wacehelp@scsa.wa.edu.au.

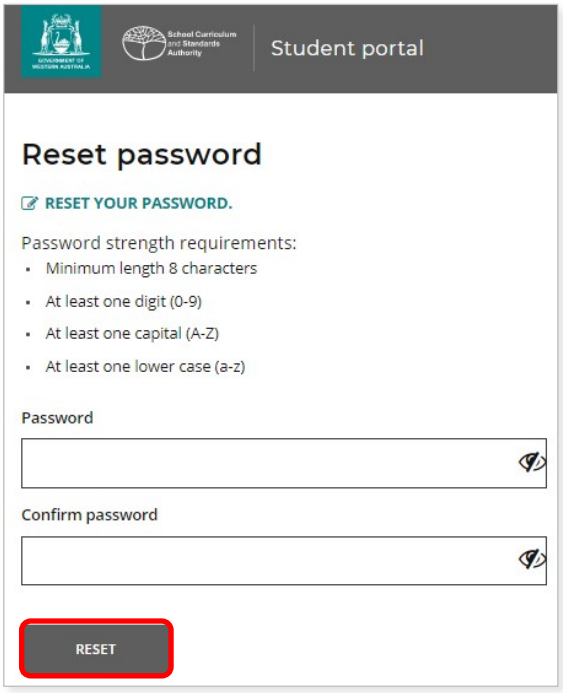
Set up your new password

When you have confirmed your email address, you will be asked to reset your password.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower case letter (a–z). Choose a new password that is easy to remember and keep it in a secure place.

Re-enter your new password to confirm it.

Click on the **Reset** button (highlighted below) to reset your new password.

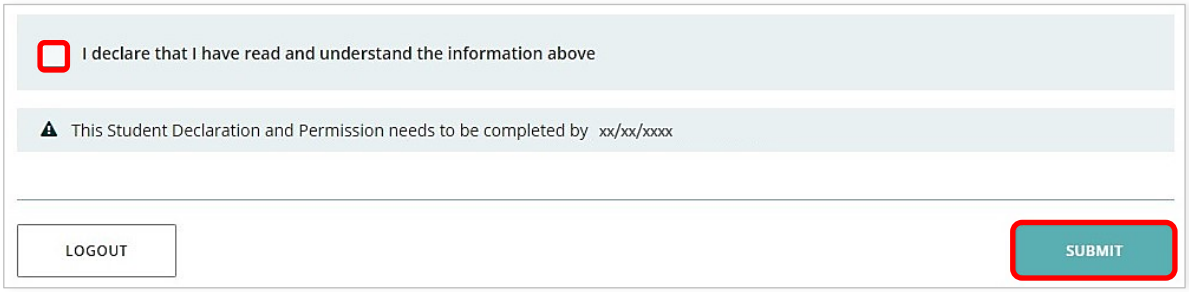


Complete your Student Declaration and Permission

If you are in Year 12, or in Year 10 or Year 11 and enrolled in an Australian Tertiary Admission Rank (ATAR) course, you will be taken to the **Student Declaration and Permission** page, which includes information about compliance with the WACE requirements and rules as set out in the *Year 12 Information Handbook* and your awareness of the restrictions on permission to enrol in a WACE language course.

Note: if you are in **Year 10 or Year 11** and **not ATAR enrolled**, you do not need to complete the Student Declaration and Permission in the next section. Go to Step 2: Start your *Language Application*.

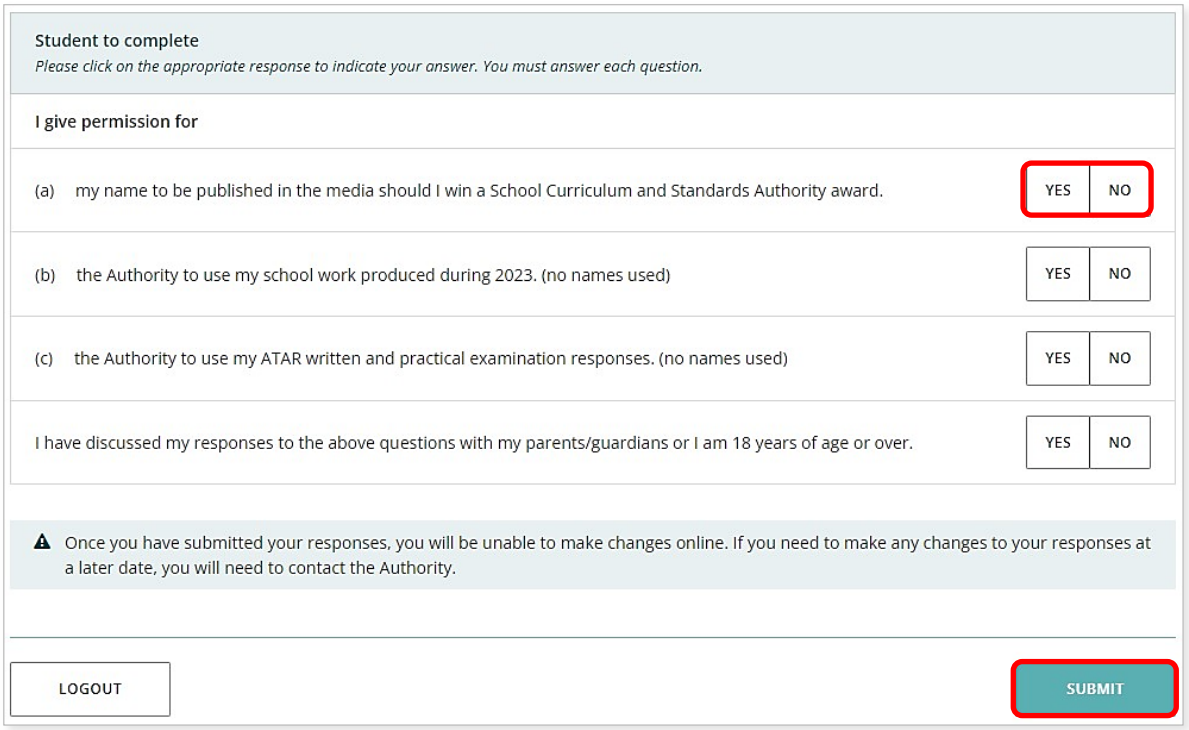
Tick the check box (highlighted below) to confirm that you have read and understand the information, then click on the **Submit** button (highlighted below).



The Authority also asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on either **Yes** or **No** (highlighted below) for **each statement**.

When you have responded to each statement, click on the **Submit** button (highlighted below) to enter the student portal.

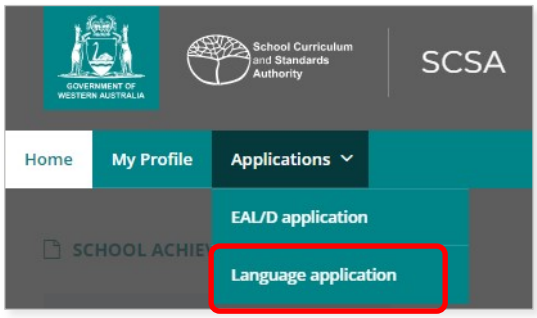


Returning to the student portal

The next time you log in to the student portal, you will only need to enter your **WA student number** and your **new password** in the login panel.

Step 2: Start your language application

To start your *Language Application*, select **Language application** from the **Applications** drop-down list in the green horizontal navigation bar (highlighted below).



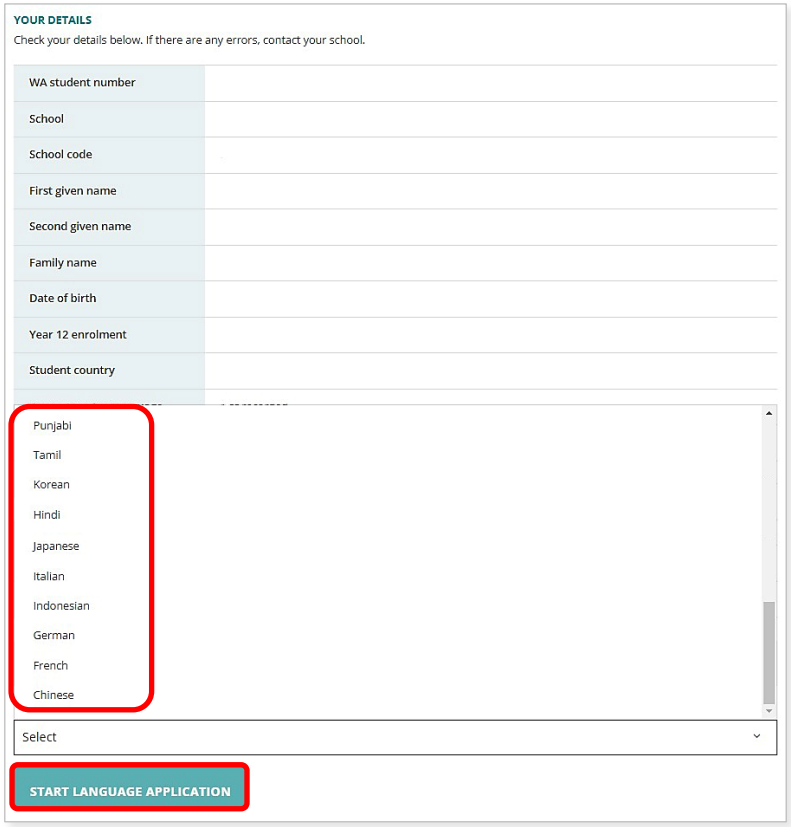
Your details

The personal details you will see cannot be changed as they have been provided by your school to the Authority. If there are any errors, you must contact your school.

Select the language for which you are applying from the drop-down list (highlighted below). All 10 WACE languages are shown in the screenshot below.

Note: if you are applying for more than one language, you will need to complete a separate application for each language.

Click on the **Language application** button (highlighted below) to get started.

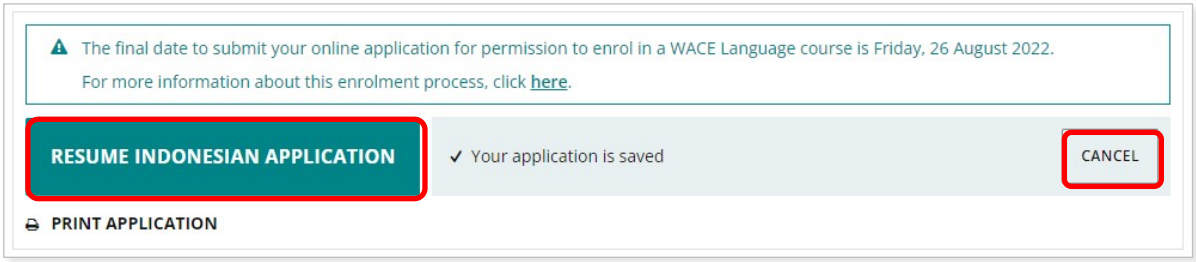


Notes for completing your application

Each time you click on the **Next** or **Back** buttons (both highlighted below), your application will be saved automatically.

You can stop at any time and resume your application later (highlighted below).

If you decide not to proceed with your application for any reason, click on the **Cancel** button (highlighted below) before you submit it in Step 4. After you have submitted your application, you will not be able to cancel it.



Enrolment criteria

2 EDUCATIONAL INFORMATION

Education	
Second Language	Less than one (1) year* in total of formal education (from Pre-primary) in schools where the language is a language of instruction.
Background Language	One (1) to five (5) years* in total of formal education (from Pre-primary) in schools where the language is a language of instruction.
First Language	More than five (5) years* in total of formal education (from Pre-primary) in schools where the language is a language of instruction.

3 RESIDENTIAL INFORMATION

Residency and/or time spent in-country	
Second Language	Less than two (2) years* in total of residency and time spent in a country where the language is a medium of communication.
Background Language	Two (2) to five (5) years* in total of residency and time spent in a country where the language is a medium of communication.
First Language	More than five (5) years* in total of residency and time spent in a country where the language is a medium of communication.

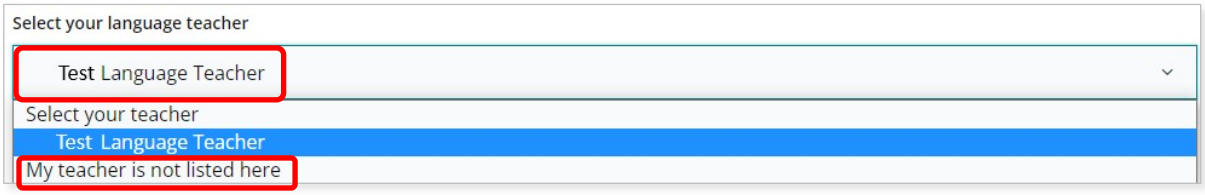
4 LINGUISTIC BACKGROUND

Use of the language for communication outside the language classroom	
Second Language	Use of the language for communication outside the language classroom with a speaker/s of the language is not permitted.
Background Language	Use of the language for communication outside the language classroom with a speaker/s of the language is permitted.
First Language	Use of the language for communication outside the language classroom with a speaker/s of the language is permitted.

Language application

Select your language teacher's name from the **Select your language teacher** drop-down list (highlighted below).

If you do not see your teacher's name, choose **My teacher is not listed here** (highlighted below).



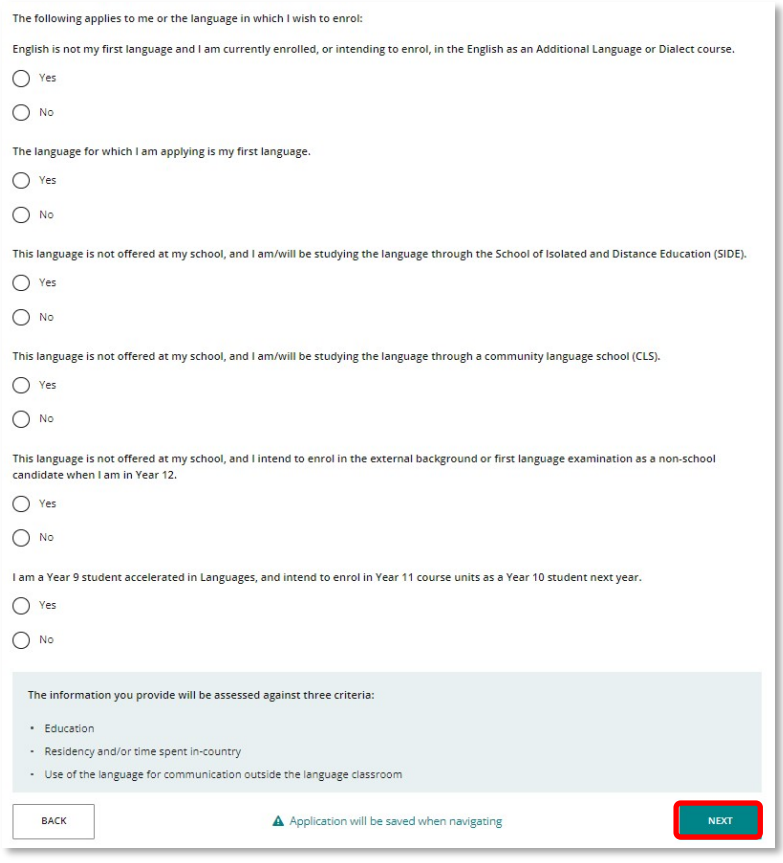
Select **Yes** or **No** to the six statements about your application.

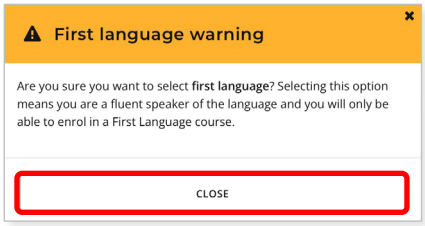
Click on the **Next** button (highlighted below) to take you to the next section. If you do not complete all the required information on this page, you will not be able to proceed.

If you select **Yes** to the statement **The language for which I am applying is my first language**, you will only be able to enrol in a first language course (or background language course where no first language course is available).

You will see the first language warning below. Select **Close** (highlighted below) to return to the statements where you can change your response to this question, if needed.

If you select that you are a first language speaker, you will go directly to **Submit application**.



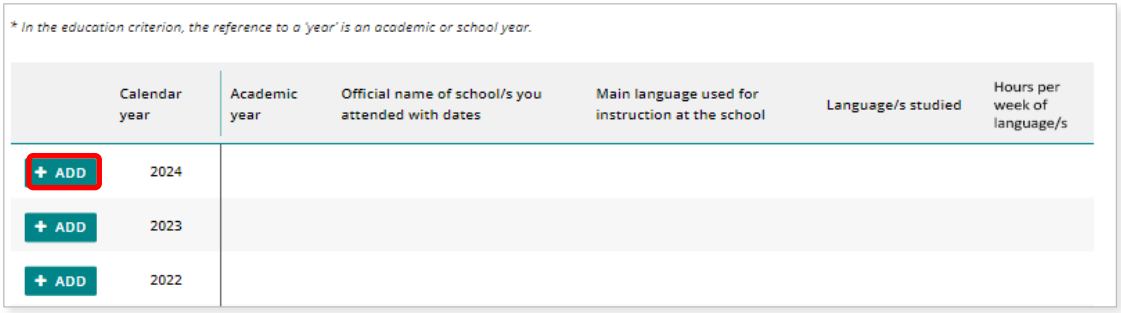


Educational information

Education criterion

Provide information about all the schools that you have attended in Australia and/or outside Australia, including Pre-primary (or equivalent), primary and secondary. You do not need to include information about education before Pre-primary.

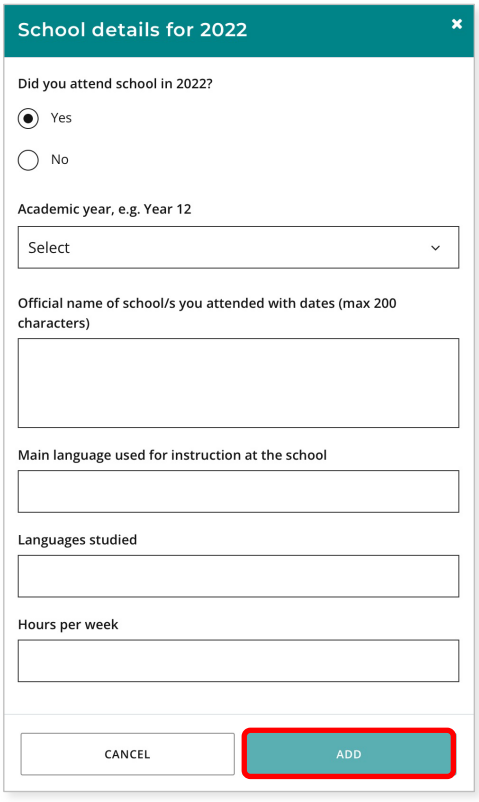
Click on the **Add** button (highlighted below) next to a calendar year.



A school details box will appear. Select **Yes** or **No** to the question about school attendance in that calendar year. If you select **Yes**, you must provide information in all the fields: academic year, school name, language/s used for instruction/teaching, language/s studied, and the hours per week that you studied each language.

Note: dates are only required if you attended more than one school in a calendar year.

Click on the **Add** button (highlighted below) to save these details for that calendar year. Continue the process until all calendar years are completed.



If you went to different schools in a calendar year, include the name of the school/s and dates you attended at each school. You can type up to 200 characters and use brackets, dashes and commas to provide details about the schools you attended.

If you were home schooled in a calendar year, type home schooling as the name of the school.

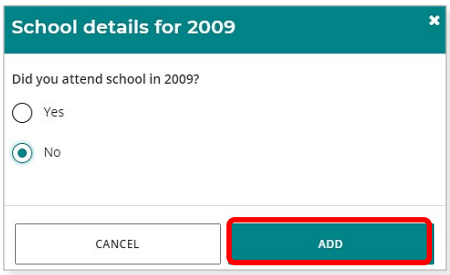
Select the language used for instruction/teaching in the classroom from the drop-down list. You may type in an additional language/s if more than one language was used for instruction/teaching in the classroom.

Type the language/s that you studied in your language class. Use whole numbers (1, 2, 3) or decimals (1.25, 1.5, 2.75) in the **Hours per week** field for the hours that you studied that language each week. You will not be able to use symbols (¼, ½ or ¾). Do not include hours for the main language used for instruction at the school.

If you did not study a language in a calendar year, type None in the **Language/s studied** field and 0, None or NA in the **Hours per week** field.

	Calendar year	Academic year	Official name of school/s you attended with dates	Main language used for instruction at the school	Language/s studied	Hours per week of language/s
✓ EDIT	2024	10	School of Isolated and Distance Education (SIDE)	English	French	2.5
✓ EDIT	2023	9	Example Senior High School (January to June) and Example International College (July to December)	English	French and English	2 and 2
✓ EDIT	2022	8	Example Language School, Paris (January to July), and Example Senior High School (August to December)	French and English	French and Indonesian	1.5 and 2
✓ EDIT	2021	7	Home Schooling	English	None	0

If you did not attend school in a calendar year, select **No** and click on the **Add** button (highlighted below) to record **No schooling**. You can use this option for the years before Pre-primary.

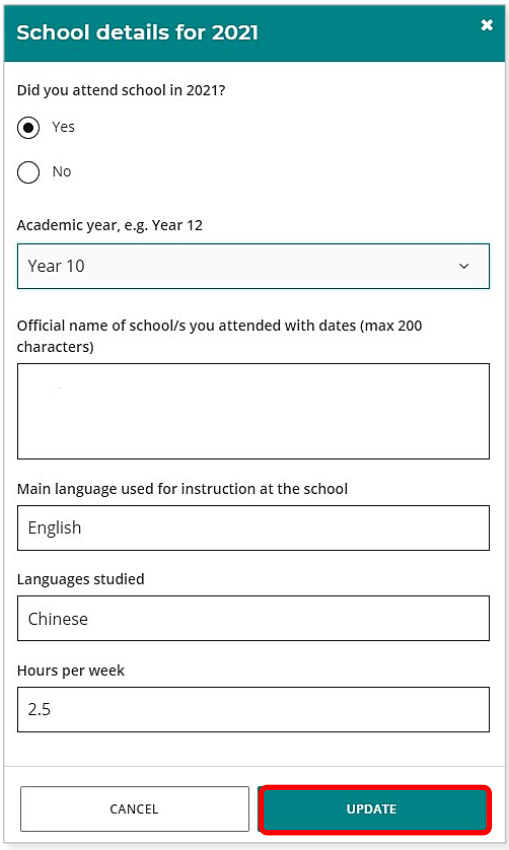


✓ EDIT	2010	PP	English	None	0
✓ EDIT	2009	No schooli...			
✓ EDIT	2008	No schooli...			

Check all the information you have provided. If you want to change anything, click on the **Edit** button (highlighted below).

	Calendar year	Academic year	Official name of school/s you attended with dates	Main language used for instruction at the school	Language/s studied	Hours per week of language/s
✓ EDIT	2024	10	School of Isolated and Distance Education (SIDE)	English	French	2.5
✓ EDIT	2023	9	Example Senior High School (January to June) and Example International College (July to December)	English	French and English	2 and 2
✓ EDIT	2022	8	Example Language School, Paris (January to July), and Example Senior High School (August to December)	French and English	French and Indonesian	1.5 and 2

Correct the information, then click on the **Update** button (highlighted below) to save these new details.



If you do not provide some information for each calendar year, you will not be able to proceed.

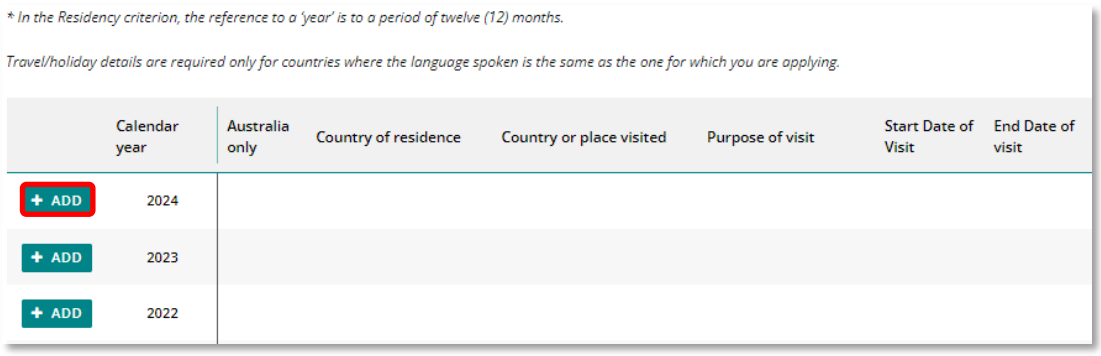
Click on the **Next** button (highlighted below) to go to the next section.

Residential information

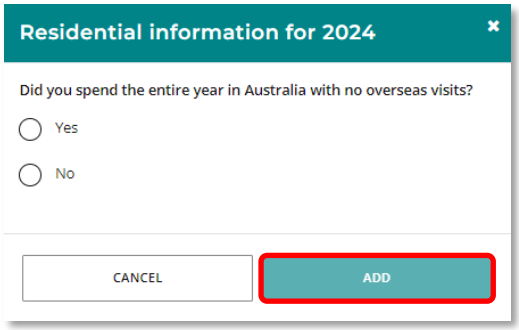
Residency and/or time spent in-country criterion
Provide information about the countries you have lived in and those you have visited from birth to the current year.

Note: you only need to provide travel/holiday details for countries where the language spoken is the same as the one for which you are applying.

Click on the **Add** button (highlighted below) next to a calendar year.



A residential information box will appear for that calendar year. Select **Yes** if you lived in Australia for the entire year with no overseas visits and click on the **Add** button (highlighted below).



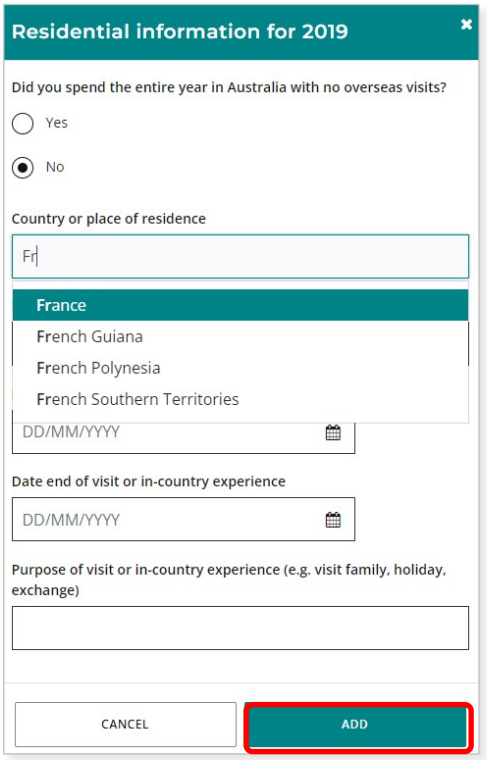
Your response will be displayed as shown below.

Select **No** in the residential information box if you did not spend the entire year in Australia. The box will expand so you can provide details for that calendar year.

If you lived in a country other than Australia for the entire year, select this country from the drop-down list in the **Country or place of residence** field.

Note: you do not need to provide any more information since this describes your residency in a country other than Australia.

Click on the **Add** button to save this information (highlighted below).



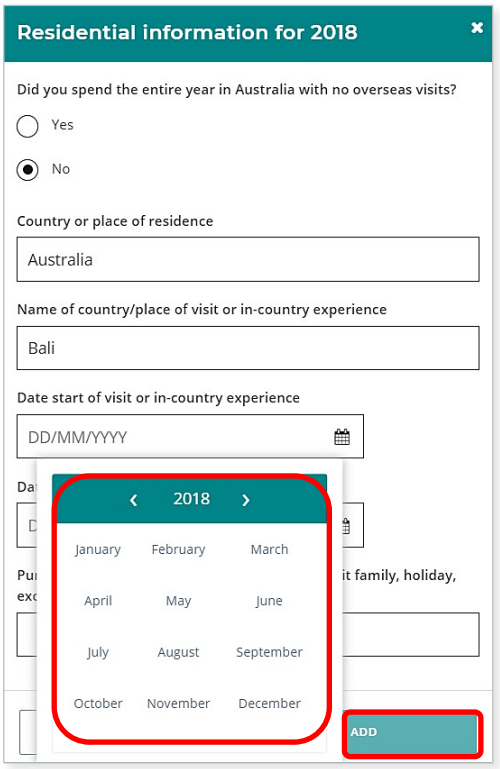
Your response will be displayed as shown below.

	Calendar year	Australia only	Country of residence	Country or place visited	Purpose of visit	Start Date of Visit	End Date of visit
✓ EDIT	2022	Yes					
✓ EDIT	2021	Yes					
✓ EDIT	2020	Yes					
✓ EDIT	2019	No	France				
✓ EDIT	2018	No	France				
✓ EDIT	2017	Yes					

If you visited a country where the language spoken is the same as the one for which you are applying, you must enter your country of residence and provide travel or holiday information in the other three fields.

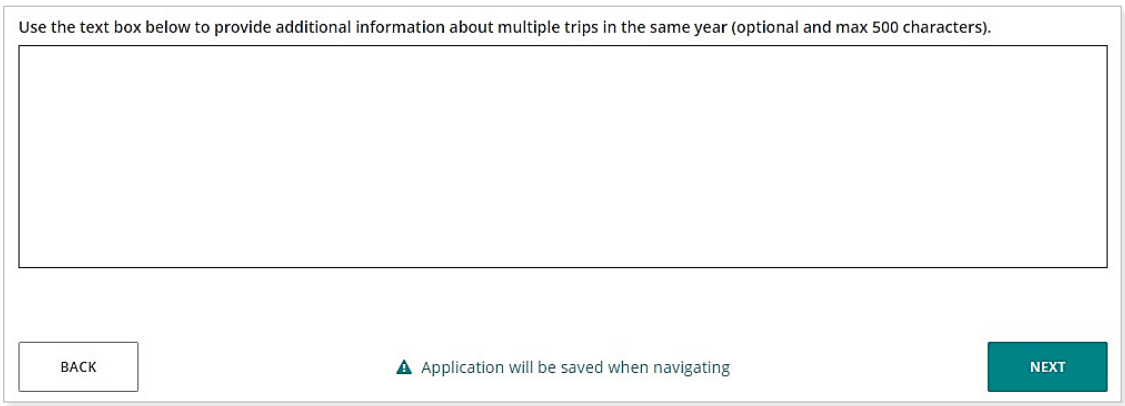
Use the date picker tool (highlighted below) to enter the start and end dates of your visit.

Click on the **Add** button to save this information (highlighted below).



If you went on more than one trip or holiday in a calendar year to a country where the language spoken is the same as the one for which you are applying, provide details about these additional trip/s or holiday/s in the text box below.

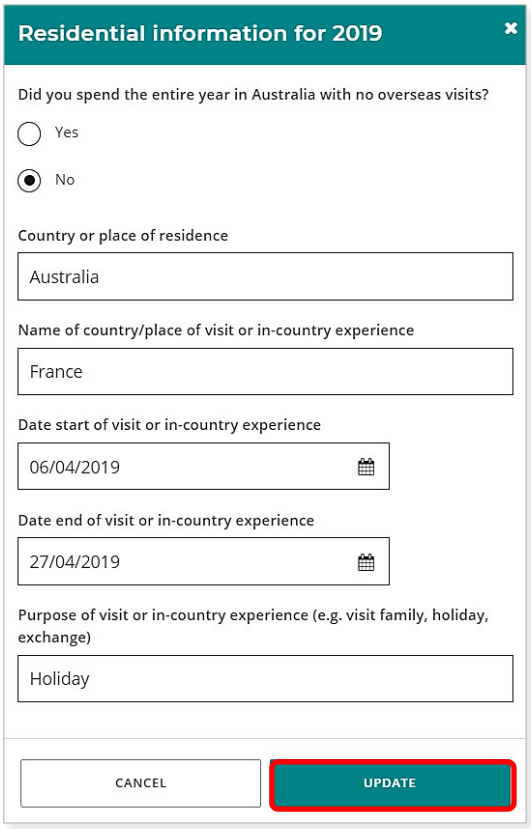
You can include information about multiple years in the text box. You can type up to 500 characters and use brackets, dashes, commas and other keystrokes to provide details about your additional visit/s or holiday/s.



Check all the information you have provided. If you want to change anything, click on the **Edit** button (highlighted below).

	Calendar year	Australia only	Country of residence	Country or place visited	Purpose of visit	Start Date of Visit	End Date of visit
✓ EDIT	2022	Yes					
✓ EDIT	2021	Yes					
✓ EDIT	2020	No	China				
✓ EDIT	2019	No	Australia	China	Visiting family	06/07/2019	27/07/2019
✓ EDIT	2018	No	Australia	China	Holiday	15/12/2018	30/12/2018

The residential information box for that calendar year will appear again. Correct the details, then click on the **Update** button (highlighted below) to save this information.



If you do not provide information for each calendar year, you will not be able to proceed.

Click on the **Next** button (highlighted below) to take you to the next section.

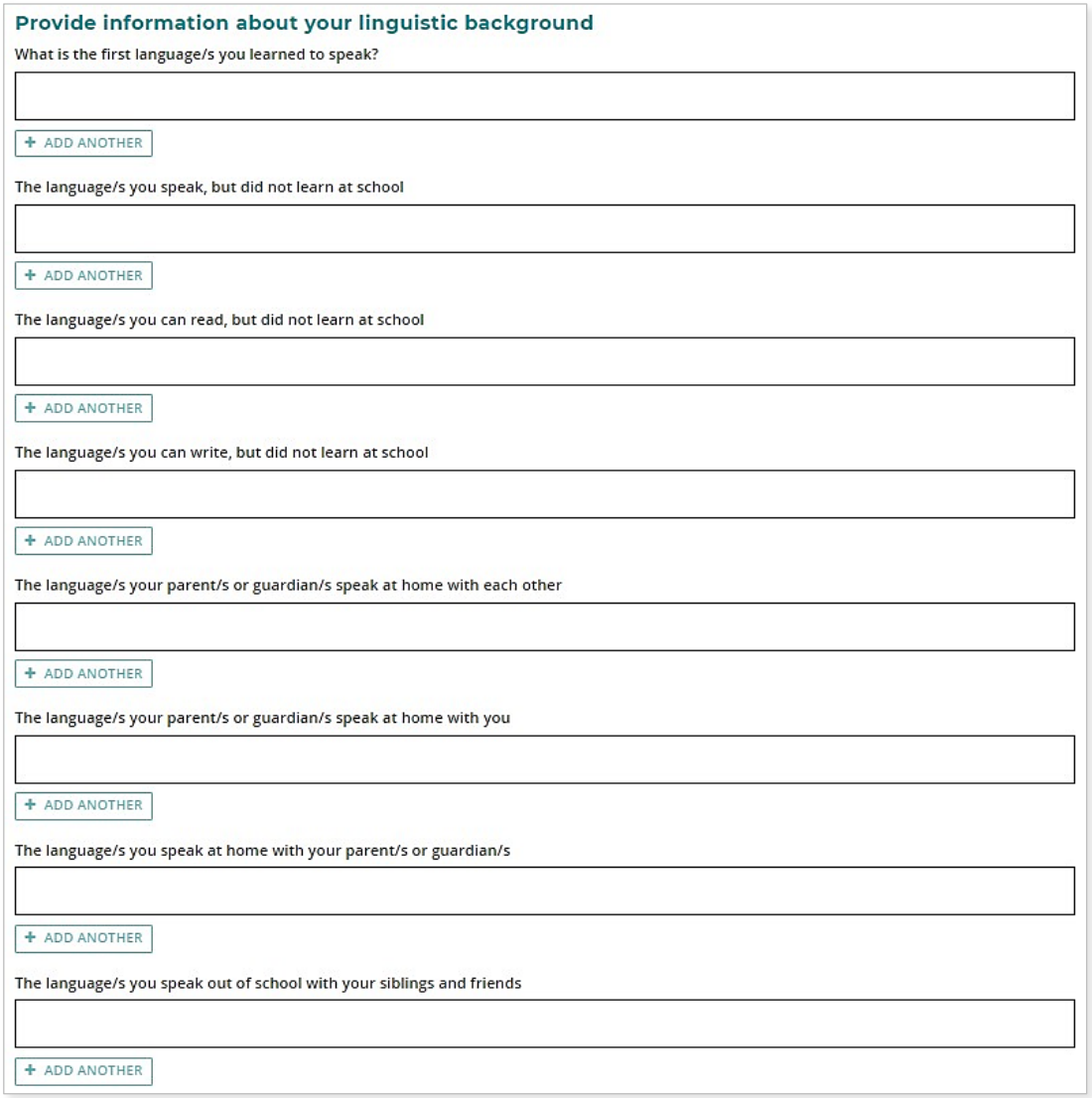
Linguistic background

Use of the language for communication outside the language classroom criterion
You must provide information in all eight fields about your use of language/s for communication outside the language classroom.

The first question relates to the first language/s you learned to speak.

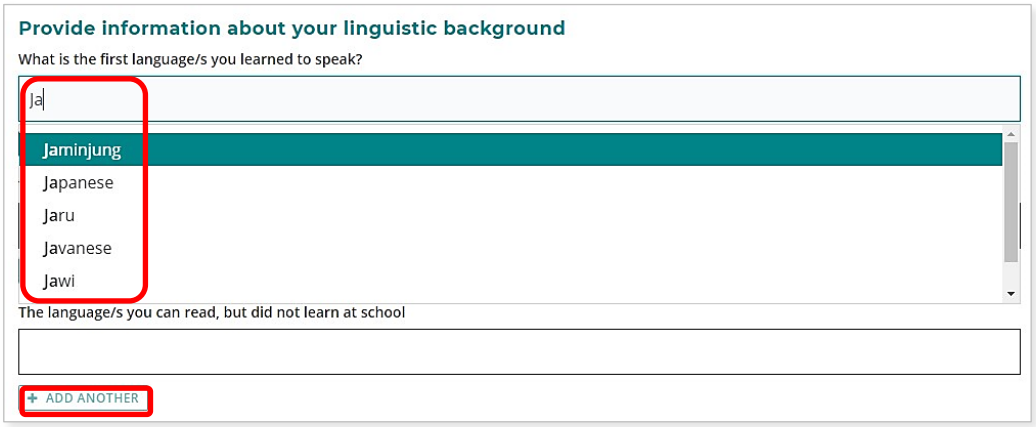
The next three statements relate to the language/s you can speak, read and write, but did not learn at school. If you do not speak, read and write any language/s other than English, you can repeat English for each field.

The remaining statements refer to the language/s you speak with your parent/s or guardian/s at home and with your siblings and friends.



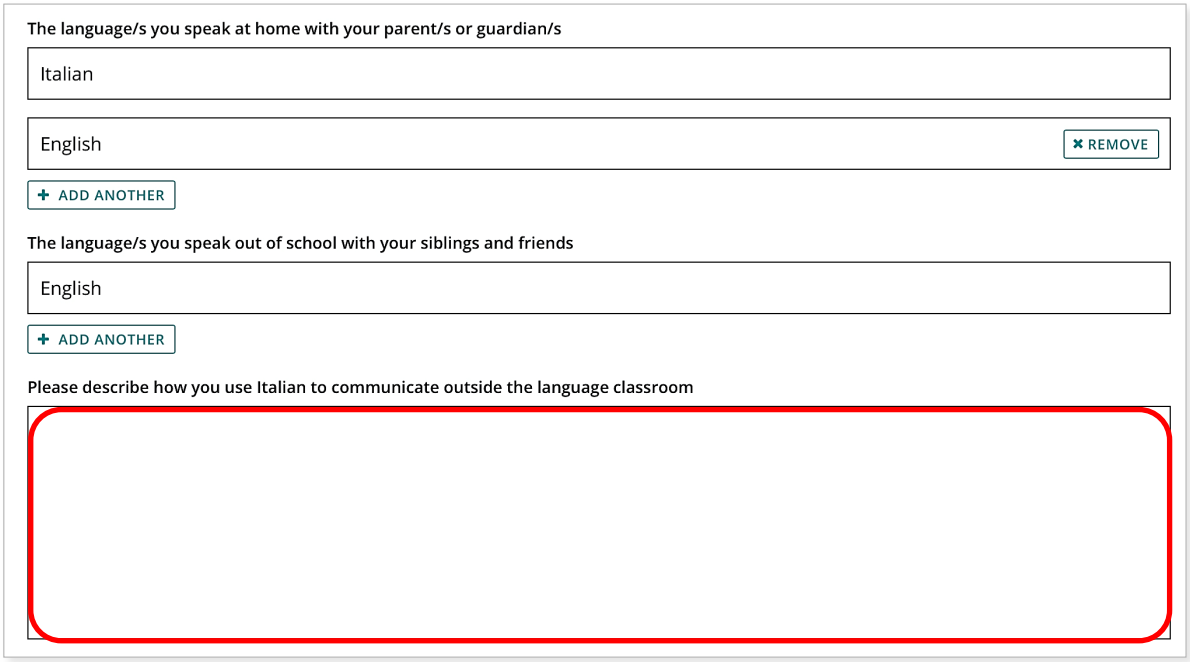
As you start typing, a predictive list of languages will appear as a drop-down list (highlighted below). Select the correct language for your answer.

Click on **Add another** (highlighted below) and select another language from the drop-down list to add an additional language/s for any of the questions, if required.



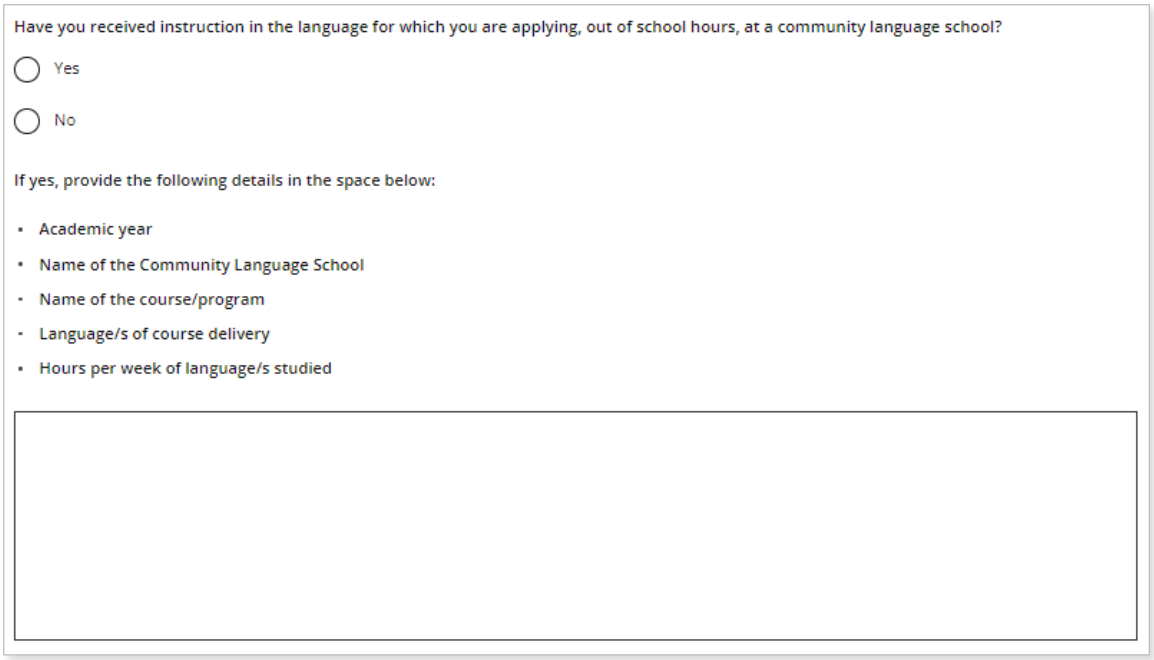
If the language you have selected is the same as or derived from the language for which you are applying, you must provide details in the text box (highlighted below) about how you use this language to communicate outside the language classroom.

You can type up to 500 characters and use brackets, dashes, commas and other keystrokes to enter details about your use of the language for which you are applying.

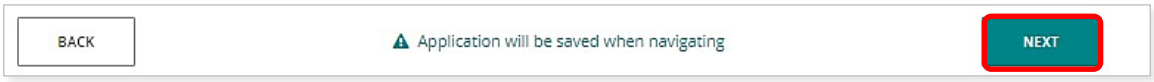


Select **Yes** or **No** if you have received instruction in the language for which you are applying at a community language school.

If you attended a community language school outside school hours, provide the academic year, the name of the school, the name of the language course you studied, the language/s of course delivery, and the number of hours you attended each week.



Click on the **Next** button (highlighted below) to take you to the next section.



Step 3: Upload your supporting documents

Supporting documents

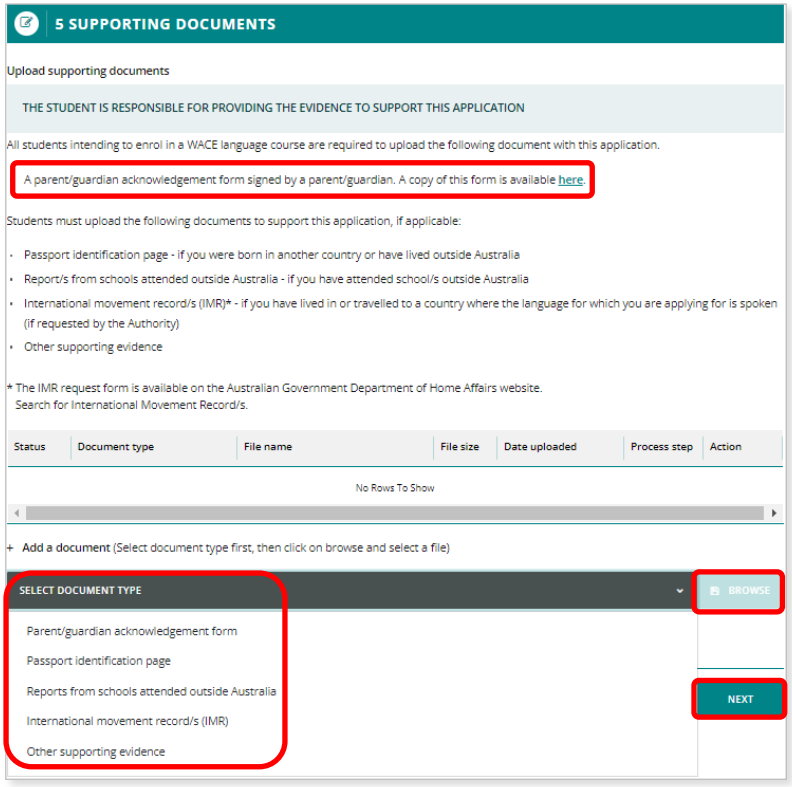
A *Parent/Guardian Acknowledgement* form is required to support your *Language Application*. You can download this from the student portal (highlighted below). Ask your parent/guardian to complete and sign the form, then upload it.

If you were born in, have lived in, or attended school in a country where the language in which you wish to apply is used for communication and/or school instruction, you must upload your passport identification page. You must also upload school report/s if you have attended school outside Australia. Usually, you do not have to request and submit an international movement record/s (IMR) document, but you may be asked by the Authority for this after your application has been submitted.

Photograph or scan each supporting document and save the files to your computer or mobile device. 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. Do not use spaces or unrecognisable characters or symbols, such as < > ? ! / \ " * : , # % & ( ) { } + = @ when naming files.

Select the first document from the drop-down list (highlighted below). Click on the **Browse** button (highlighted below) to select the file from your computer or mobile device then click on the **Open** button (**Upload** button on a Mac) to upload this file. Repeat this process until you have uploaded all your documents. If you have additional information, select **Other** from the drop-down list, and upload another file. If you want to remove a file, click on the **Remove** button next to the document.

Click on the **Next** button (highlighted below) to go to the next section. If you do not upload your *Parent/Guardian Acknowledgement* form, you will not be able to proceed.



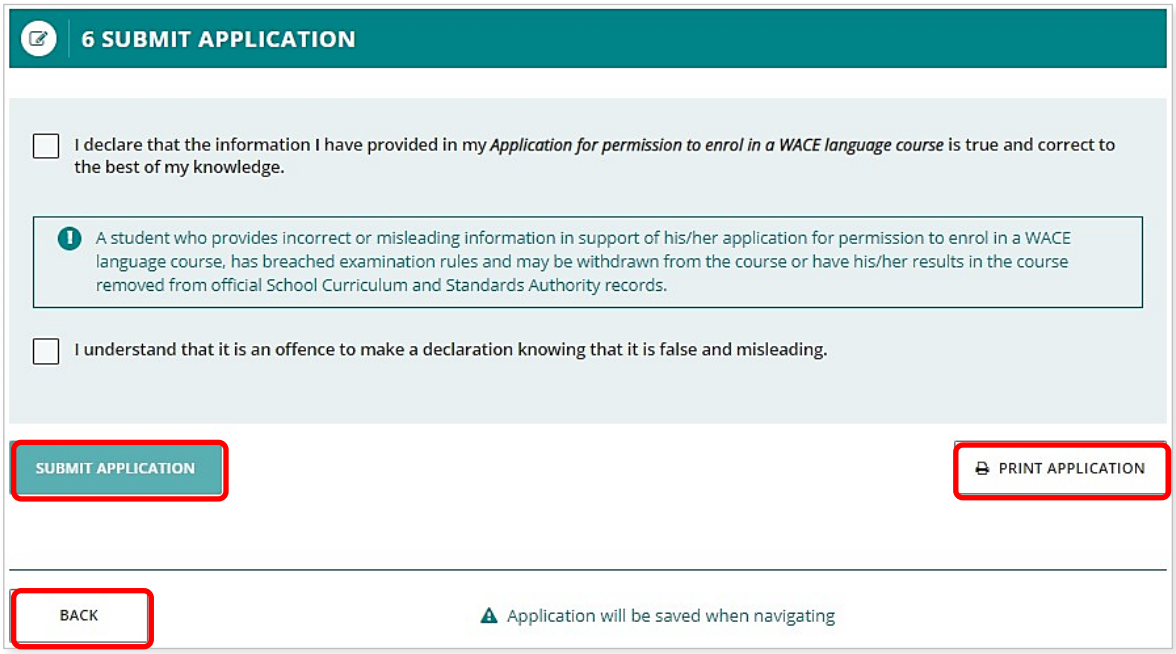
Step 4: Submit your WACE language application

Read the student declaration and tick the check box to confirm that the information you have provided in your application is true and correct. Tick the check box to acknowledge that you understand it is an offence to make a false and misleading declaration.

Check your application to ensure all information is correct. Click on the **Print application** button (highlighted below) to print your application and check it before submission. Click on the **Back** button (highlighted below) to make any changes, if required.

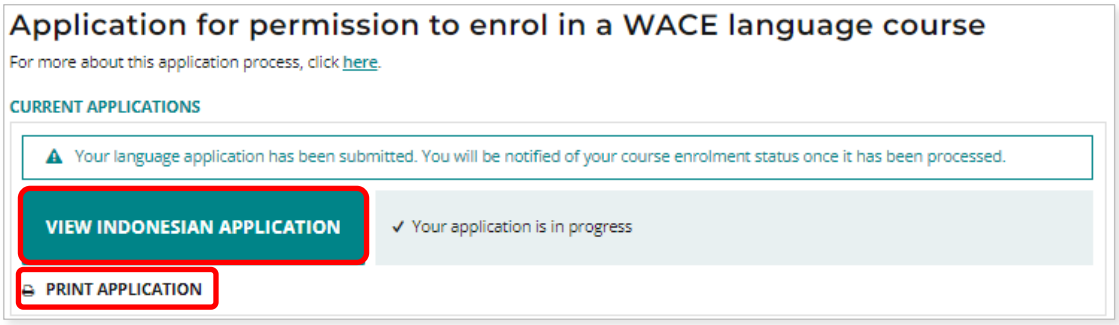
Note: after you have submitted your application, you will not be able to change anything until it has been reviewed by the Authority.

Click on the **Submit application** button (highlighted below).



When you have submitted your application, your language teacher and school principal will endorse it.

Click on the **View** or **Print** buttons to read or print your application (both highlighted below).

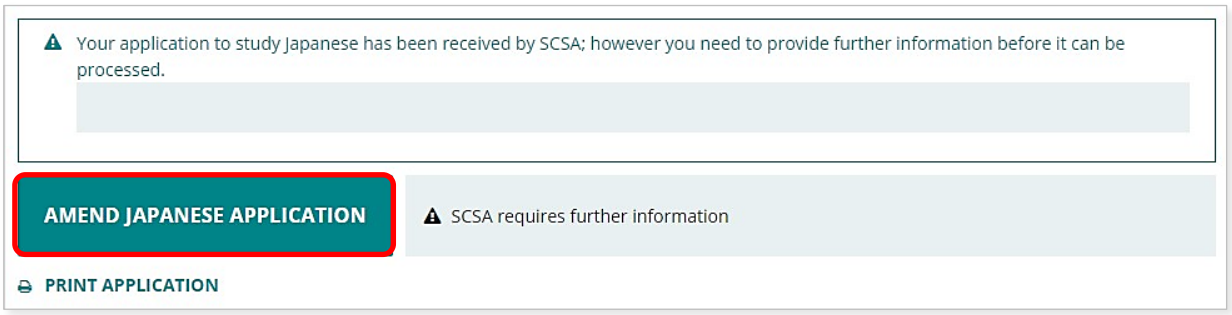


Amend your WACE language application

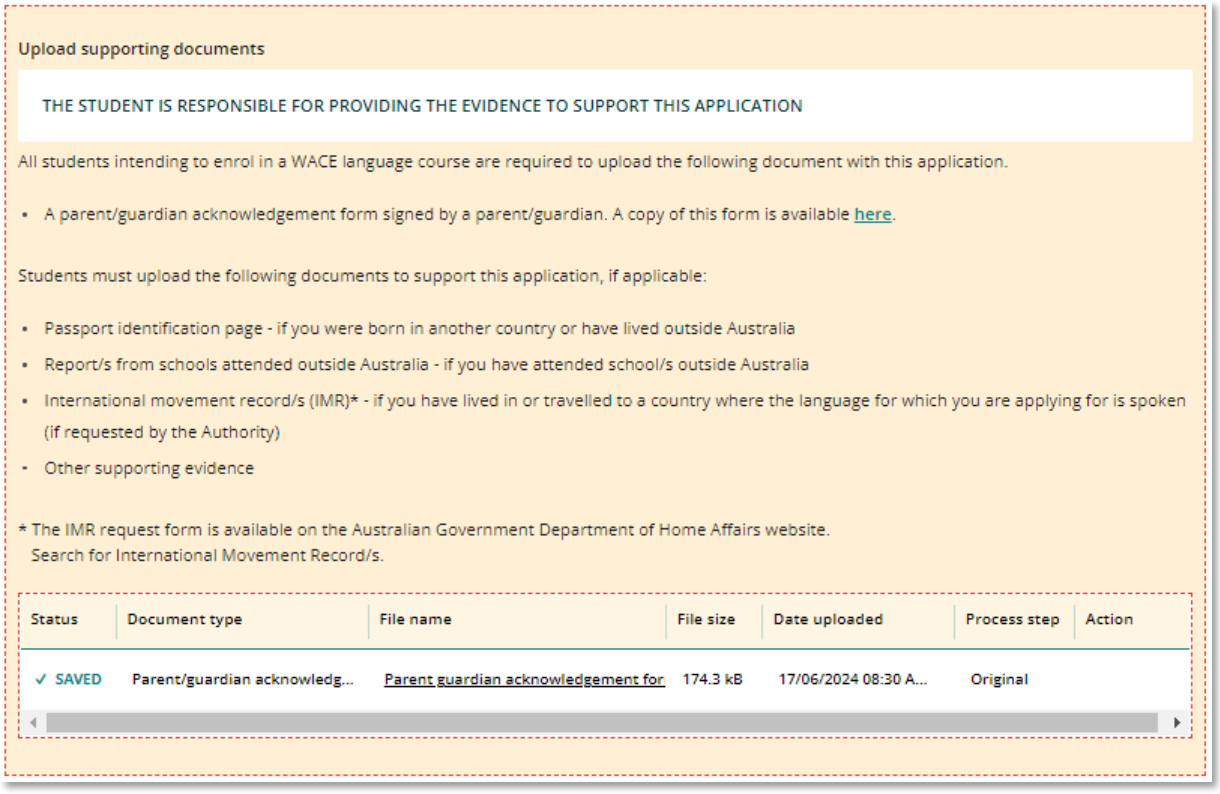
The Authority will review your application and supporting documents.

If further information or any changes are required, you will receive an email advising you to amend your application. Your school support officer will receive a copy of this email.

Click on the **Amend [language] application** button (highlighted below) to amend your application or provide further information, as required.

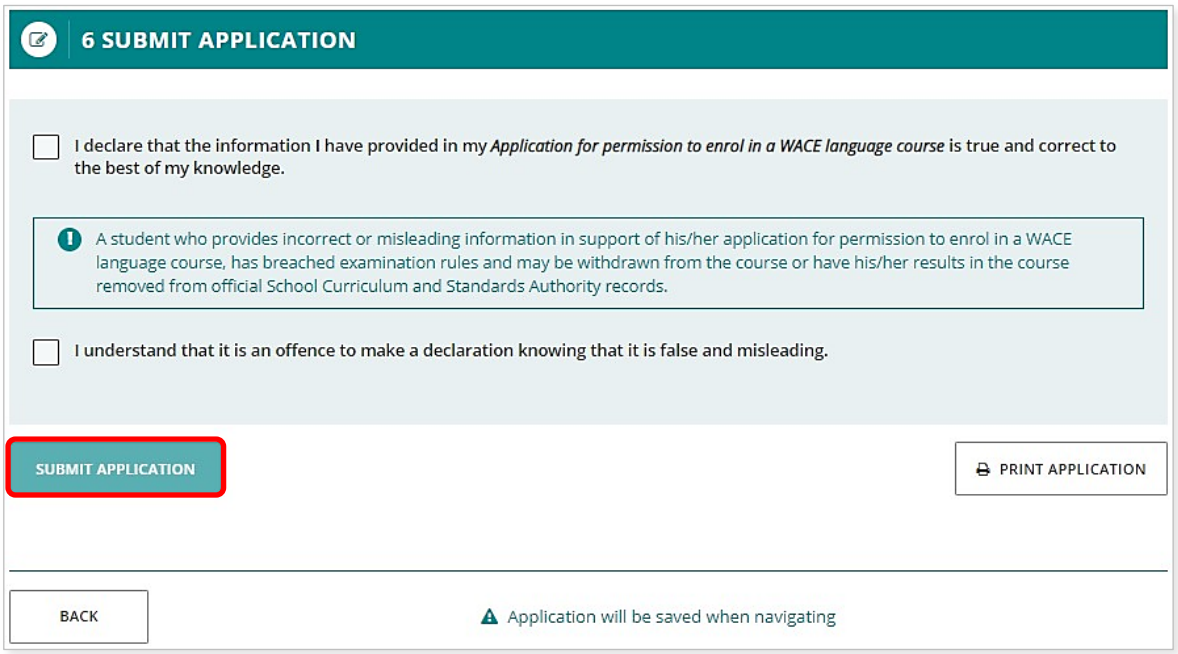


You will only be able to change the information identified by the reviewer, which will be highlighted in yellow (example shown below).



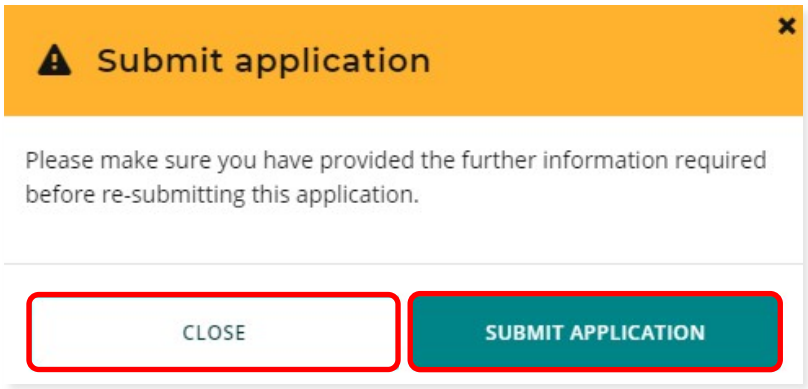
When you have made the change/s requested by the reviewer, click on the **Next** button (highlighted below) to go to the next section.

Tick the check boxes again and click on the **Submit application** button (highlighted below) to submit your amended application.



You will see the warning below, reminding you to check that you have provided the required information. If you have done so, click on the **Submit application** button (highlighted below).

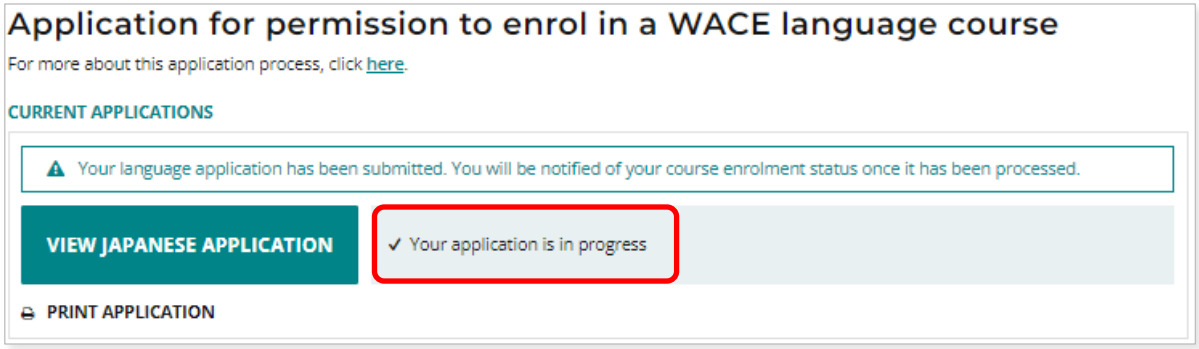
If you need to make more changes, click on the **Close** button (highlighted below), then click on the **Back** button to go to the section and add further information.



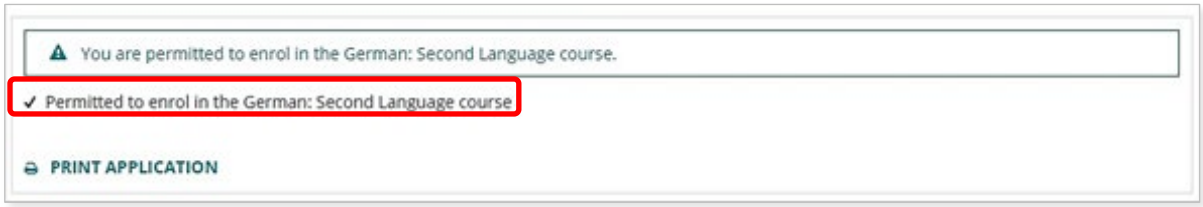
When you have added the required information, repeat the steps above to submit your amended application.

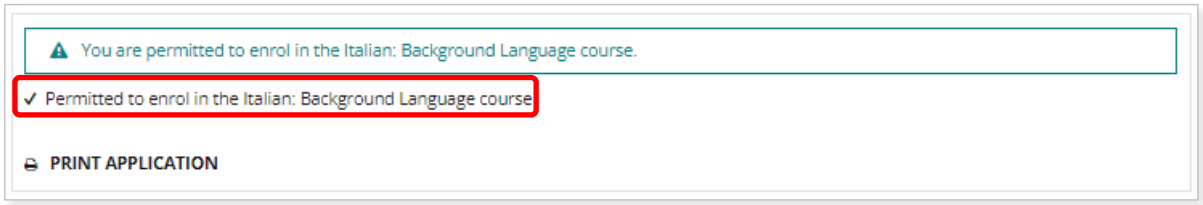
Step 5: Check the student portal for your WACE language application status

You can check the student portal for your WACE language application status. The status will show as **In progress** (highlighted below) while your application is being processed.



When your application has been finalised, you will see which WACE language course (Second Language, Background Language or First Language) you are permitted to enrol in (examples highlighted below).





You will receive with an automated email to your personal email address or a notification letter to the email address that you provided in your *Parent/Guardian Acknowledgement* form, that was uploaded with your application. Please read the letter, so that you are aware of your language enrolment options. Please check the junk/spam folder if the email is not received within 24 hours.

Appeal process

If the Authority determines that you do not meet the enrolment criteria for a course and are therefore not permitted to enrol in a Second or Background Language course, this will be shown in the student portal.

If you have additional information that shows that you do meet the enrolment criteria for the Second or Background Language course, you can lodge an appeal with the Authority.

You must do this within two weeks of receiving your WACE language course enrolment notification in the student portal.

The Language pathway for each student is determined as follows:

Second language – a student will be considered for the second language pathway if the information provided in the *Language Application* satisfies all three criteria for the Second language pathway

Background language – a student will be considered for the background language pathway if the information in the *Language Application* satisfies at least one criterion for the Background language pathway

First language – a student will be considered for the first language pathway if the information in the *Language Application* satisfies, in addition to the Use of the language for communication outside the language classroom criterion, at least one other criterion of the First language pathway.

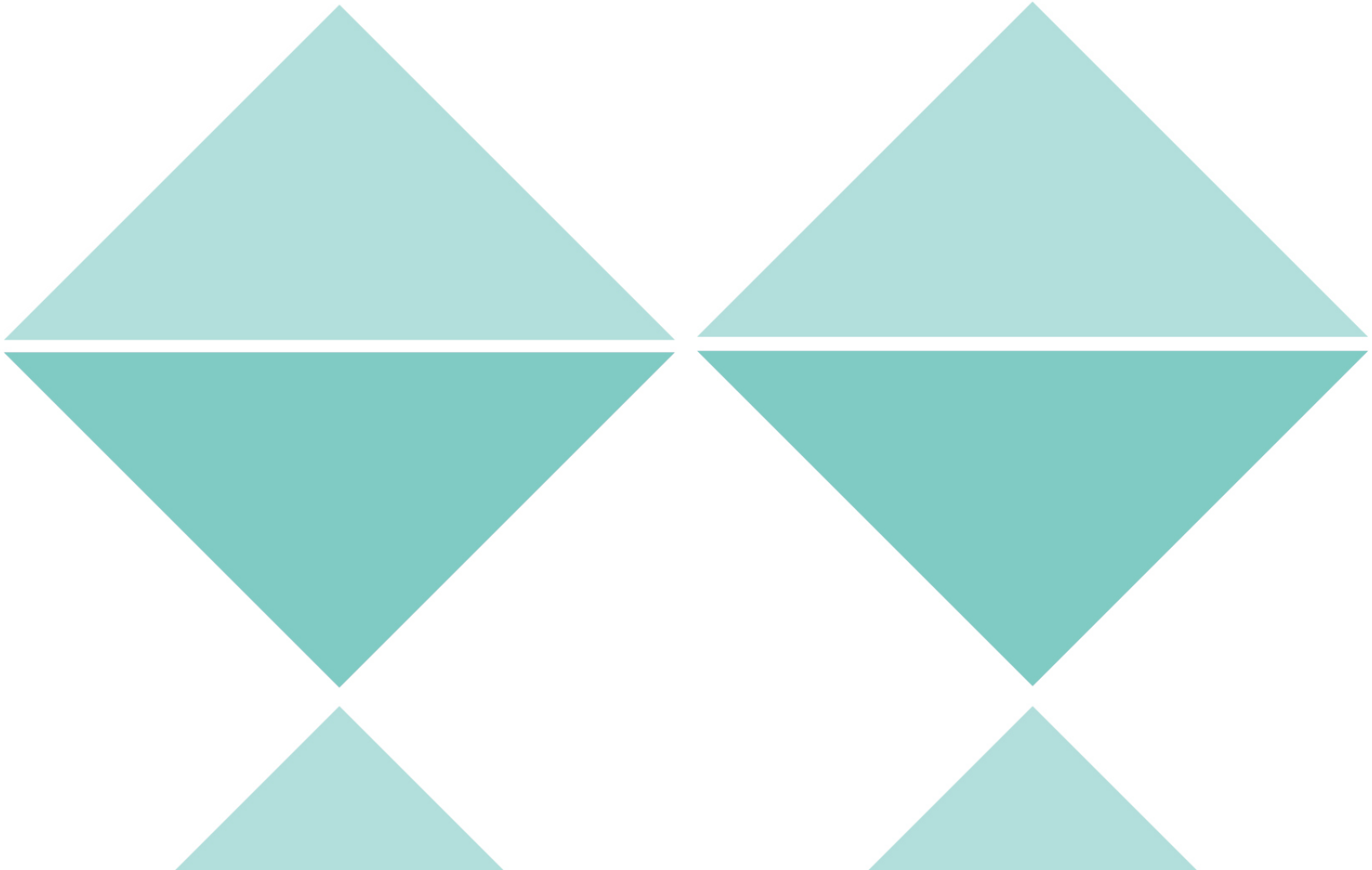
To request an appeal, download and complete the *Application form for appeal against languages enrolment determination*, which you can find on the Applications and Order forms page of the Authority Website.

To show that you meet the enrolment criteria, you will need to provide additional information with your *Appeal Application* form.

You should email your completed *Appeal Application* form and additional information to languagesenrolment@scsa.wa.edu.au.

Note: you can only lodge one appeal for each *Language Application* you submit.

The Languages Enrolment Determinations Appeals Committee will review your appeal application form and additional information.

After the appeal is completed, the Authority will notify you and your parent/s or guardian/s by email, of the outcome of the appeal.

At this point, you should contact your school to discuss your study options.