



Application for VET WACE special consideration for Year 12 students

OFFICIAL (when blank) OFFICIAL Sensitive (when filled)

Privacy collection notice

The School Curriculum and Standards Authority (the Authority) collects personal information through this application to assess requests for special consideration regarding unit equivalence from vocational education and training (VET) qualifications to meet the Western Australian Certificate of Education (WACE) requirements.

The collection of your personal information enables the Authority to make informed decisions regarding special consideration. Where personal information about students or other individuals is provided, the submitting party must confirm that each person has been informed of this *Privacy Collection Notice*.

Personal information collected may be disclosed to the Authority's authorised personnel or committees involved in evaluating your application, determining special consideration outcomes or contacting you about the decision.

If the Authority wishes to disclose your personal information for purposes other than those stated, your consent will be requested unless the disclosure is permitted under or by law.

The collection of this personal information is authorised under the *School Curriculum and Standards Authority Act 1997*.

If you choose not to provide your personal information, the Authority may not be able to assess your application for special consideration relating to VET qualifications.

Further information regarding this collection can be obtained from the Programs and Vocational Studies team at VETinfo@scsa.wa.edu.au.

Should you wish to access or correct your personal information, please contact the Authority's Freedom of Information (FOI) Officer at FOI@scsa.wa.edu.au, or refer to the Authority's *Public Information Statement* at <https://scsa.wa.edu.au/forms/freedom-of-information>.

More details about how the Authority collects, manages, and uses personal information are available in its *Privacy Policy* and *Privacy Policy Principles* at <https://www.scsa.wa.edu.au/privacy>.

I confirm that I have read and understood this notice and that any other person named in this application has read and understood the notice and provided consent for the collection of their personal information.

☐

Schools may apply to the School Curriculum and Standards Authority (the Authority) for special consideration on behalf of students who, for reasons outside of their control, have not been able to meet Western Australian Certificate of Education (WACE) requirements due to issues involving a vocational education and training (VET) qualification (including the Certificate II minimum requirement for WACE completion) by the end of Year 12.

The VET WACE Special Considerations Committee considers each application separately, and the Authority will notify the school of the decision.

Eligible students

Schools may make an appeal on behalf of a student for an exemption from meeting the Certificate II or higher requirement for WACE completion or other WACE requirements if they have been affected by issues involving VET in the following situations:

1. Overseas, remote/regional students where there is an absence or restricted supply of training opportunities and viable partnerships.
2. Students adversely affected by unforeseen complications in a school/registered training organisation (RTO) partnership (this may include RTO certification or resulting processes).
3. Students who have transferred from a school either locally, overseas or interstate and the new school is unable to accommodate the commencement or continuation of a qualification in time for its completion by the end of Year 12.

Special consideration process

Written submission

Schools must provide a written submission to the Authority which clearly demonstrates:

- (a) that the student will meet all other requirements for the WACE by the end of Year 12
- (b) the circumstances that have either impacted their VET achievement or prevented the student from completing a Certificate II or higher, or partial Certificate III or higher, by the end of Year 12
- (c) how the school has made genuine attempts to rectify the issue and that all suitable alternatives have been exhausted. The school must be able to provide details of at least **three** alternative arrangements that have been investigated and the reasons why these arrangements were deemed an unsuitable solution.

Schools must include a completed *Application for VET WACE special consideration for Year 12 students* form with each submission.

Application deadlines

Applications for special consideration must be emailed to VETinfo@scsa.wa.edu.au by no later than **Friday, 30 October 2026**.



Application for VET WACE special consideration for Year 12 students

--	--	--	--

SCHOOL CODE

OFFICIAL (when blank) OFFICIAL Sensitive (when filled)

This form is to be used by schools applying for special consideration to the School Curriculum and Standards Authority to have the WACE requirements waived on behalf of Year 12 students who have been affected by issues relating to their VET qualification, including meeting the Certificate II minimum requirement, and will not meet the requirements for WACE completion.

Approval will be granted on the basis that the school has made a genuine attempt to ensure the student has had the opportunity to meet the WACE requirements by the end of Year 12.

Complete the following details.

School name: _____

Student name: _____

WA student number: _____

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

- Details of the circumstances that have either impacted the student's VET achievement or prevented the student from completing a Certificate II or higher, or partial Certificate III or higher, by the end of Year 12.
- How the school has made genuine attempts to rectify the issue and that all suitable alternatives have been exhausted. The school must be able to provide details of at least **three** alternative arrangements that have been investigated and the reasons why these arrangements were deemed an unsuitable solution.
- Any additional information that will support this submission for special consideration.
- A signed principal's declaration (see below).

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 student with the opportunity to meet the WACE requirements due to issues relating to their VET qualification by the end of Year 12.

Name of principal: _____

Signature of principal: _____ **Date:** _____

Return the completed form to VETinfo@scsa.wa.edu.au by no later than **Friday, 30 October 2026**.

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:** _____