



Bulk application for VET WACE requests – special consideration for Year 12 students with RTO partnership issues

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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 due to RTO partnership issues.

The collection of your personal information enables the Authority to make informed decisions regarding special consideration. Where personal information about students and 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 related to partnership issues.

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.

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Schools may apply for special consideration, through a bulk application process, on behalf of students when their Western Australian Certificate of Education (WACE) achievement has been adversely affected by complications with a registered training organisation (RTO) partnership.

Special consideration process

Applications

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

Students must have met all other requirements for the WACE by the end of Year 12 to be eligible for special consideration.

Written submission

Schools must include the following with their application:

1. A written submission to the Authority which clearly demonstrates
 - (a) the circumstances that prevented students from completing their Certificate II or higher, or partial Certificate III or higher, by the end of Year 12 and/or the impact of the issue on the other WACE requirements
 - (b) details of the attempts made by the school to arrange suitable alternatives and the reasons why the arrangement/s were not pursued.
2. The list of students for which the school is applying for special consideration (including WA student numbers and qualification code/s or name/s).

Additional information

When an application for special consideration has been approved, the unit equivalence for the affected qualification/s will be allocated as per the normal VET credit arrangements for the WACE and the Certificate II or higher minimum requirement deemed to be met; however, the achievement will not appear on the Western Australian Statement of Student Achievement (WASSA).

Application deadlines

Bulk applications for special consideration must be emailed to VETinfo@scsa.wa.edu.au by no later than **Friday, 30 October 2026**, unless otherwise approved by the Assistant Executive Director – Examinations, Certification and Testing.



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SCHOOL CODE

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This form is to be used by schools applying for special consideration to the School Curriculum and Standards Authority for students who have been adversely affected by complications with a registered training organisation (RTO) partnership and will not meet the Certificate II or higher WACE requirement for Western Australian Certificate of Education (WACE) completion by the end of Year 12.

School name: _____

Number of students seeking special consideration: _____

School contact: _____
(Name) (Telephone number)

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

- Detail the circumstances which have prevented the students from completing a Certificate II or higher, or partial Certificate III or higher, by the end of Year 12 and/or the impact of the issue on other WACE requirements.
- How the school has made genuine attempts to arrange suitable alternatives and the reasons why the arrangement/s were not pursued.

This submission is to be completed by the principal or school representative.

Principal's declaration

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

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*** (*unless otherwise arranged).

Office use only

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

Assistant Executive Director signature: _____ **Date:** _____

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