



Public Information Statement

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Information Statement

Purpose of the School Curriculum and Standards Authority

The School Curriculum and Standards Authority is an independent statutory authority that is responsible to the Minister for Education. The Board meets regularly to determine curriculum directions for Kindergarten to Year 12 education in Western Australia and to provide direction for the development, accreditation and assessment of senior secondary school courses. The Authority's work is directed by experienced educators and academics. A supporting secretariat implements decisions made by the Board.

This information summary is published by the Authority in accordance with the requirements of Section 94 of the Freedom of Information Act 1992. The Authority is pleased to comply with this requirement and welcomes enquiries under the Freedom of Information Act. An updated information summary will be published every 12 months on the Authority's website.

1. Policy and administrative documents

The Authority's policy and administrative documents are as follows:

- accounting manual
- annual financial accounts
- annual reports
- budget statements
- examiners' reports
- financial reports
- information brochures
- policy documents, including:
 - Equity and Diversity Management Plan 2011–2016
 - Disability Access and Inclusion Plan 2011–2016
- standing committee agendas
- standing committee minutes
- strategic plan
- syllabus manuals.

The School Curriculum and Standards Authority replaced the Curriculum Council in March 2012. Policy and administrative documents relating to the work of the former Curriculum Council have been archived.

Documents are available for public inspection, by arrangement, at the Authority's offices at 303 Sevenoaks St, Cannington between 8.30am and 4.30pm, Monday to Friday.

Wherever possible, an appointment to inspect specific documents should be made by contacting the Director, Corporate Services.

With prior notice, all documents can be made available in alternate formats, including large print, electronic format (disc or email), audio or braille.

2. Structure and functions of the Board

The Board consists of seven members:

- a chairperson appointed by the Minister
- six other persons appointed by the Minister.

The members of the Board have, between them, the knowledge, experience and expertise needed to enable the Authority's functions to be performed effectively.

The Board is responsible for:

- setting standards of student achievement and for the assessment and certification of student achievement according to those standards

- developing an outline of curriculum and assessment in schools that, taking account of the needs of students, sets out the knowledge, understanding, skills, values and attitudes that students are expected to acquire and guidelines for the assessment of student achievement
- developing and accrediting courses for schools
- maintaining a database of information relating to
 - the participation by students during their school years in education, training or employment as provided for by the School Education Act
 - the achievement of students during those years
 - records of assessment in respect of students.

The Authority serves:

- Students and teachers from Kindergarten to Year 12 in every school (government and non-government) in Western Australia.
- Students and teachers in overseas schools which are using the Western Australian curriculum, assessment and reporting processes.
- Parents, school administrators and bodies representative of the education sector/systems, including the Department of Education (DoE), the Catholic Education Office of Western Australian (CEOWA), the Association of Independent Schools of WA (AISWA), home educators, State Training Providers and universities, national education authorities and the community of Western Australia.

3. Standing committees of the Authority

The Authority has two standing committees with delegated authority:

- Standards Committee
- Curriculum and Assessment Committee

The minutes from these committees form part of the agenda papers for the regular Board meeting. The standing committees are supported by committees, groups and working parties determined by the Board.

4. Public participation

Members of the public (defined as students, parents, teachers, staff of tertiary institutions, employers and interested members of the public) may be affected by the decisions of the Authority in the areas curriculum provision, syllabus changes, certification, assessment procedures and tertiary entrance examinations. Members of the public are able to put forward their views to the Authority either by emailing info@scca.wa.edu.au or by writing to the chief executive officer of the School Curriculum and Standards Authority.

5. Community consultation

Opportunities for consultation will occur through committees, working parties and forums, as necessary and appropriate.

6. Access to Authority documents

It should be noted that there are no library facilities available to the general public.

The following services are available to individuals, at a cost:

- Duplicate copies of State certificates issued at Year 10 (before 1993) or Year 12
- Results check of WACE examinations (time limit for request applies)
- Statement of question/section marks awarded in WACE examinations (time limit for request applies)
- Equivalence statements

These documents can be purchased at the Authority between 8.00am and 4.30pm on weekdays. A pricelist is available on the Authority's website.

Past WACE examinations are available free of charge on the Authority's website.

7. Other information requests (Freedom of Information)

Requests for other information, not shown above, will be considered in accordance with the Freedom of Information Act 1992. Applications will be processed in accordance with the Authority's Freedom of Information manual. Should applicants require access to documents pursuant to a Freedom of Information request, the charges structure set out in the Freedom of Information Regulations (1993) may apply. The scale of fees and charges applicable under the Act has been set by regulations and appeared in the Government Gazette on 22 October 1993.

A person who wishes to obtain access to one or more documents of the Authority must make application as follows:

- (a) in writing
- (b) give enough information to enable the requested documents to be identified
- (c) give an address in Australia to which notices under this Act can be sent
- (d) give any other information or details required under the regulations
- (e) lodge the request at the office of the Authority with any application fee payable under the regulations.

An application may be lodged by delivering by hand, post or facsimile. Where the application is lodged by post it is regarded as having been lodged with the Authority at the end of the fifth day after it was posted. Where an application is lodged by facsimile it is regarded as having been lodged with the Authority on the day it is transmitted. Applications should be addressed to:

The Freedom of Information Officer
School Curriculum and Standards Authority
PO Box 816
CANNINGTON WA 6987

Applications will be responded to as soon as possible within 45 days of the Authority receiving the request, and the application fee of \$30.00. (Note: If an application is lodged with an agency by post, it is to be regarded as having been lodged with the agency at the end of the fifth day after it was posted.)

8. Amendment of Authority records

The Authority amends its records on the formal advice of schools.

A member of the public may gain access to Authority documents to seek amendments concerning their personal records by making a request in accordance with Part 3 of the Freedom of Information Act. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect or misleading.

To gain access to these records, a member of the public must make a request as indicated above, outlining the records that he/she wishes to inspect.