School Curriculum
and Standards
Authority

Student Records Management System
School guide for online Year 11 equivalent studies applications

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06/01/2025

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.

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Contents

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 administrator 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 Authority) 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 Authority's Data Services team at 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 Authority 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). After this date, the Student Information Records System (SIRS) database will be locked and will not accept any Year 12 achievements.

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

The Authority 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 the **Pending Year 12 registration** status until the students are registered in Year 12, when they will update to the **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).

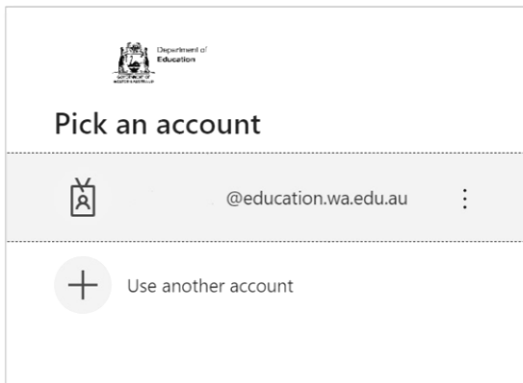All schools will see the login screen below.

Government (public) schools
The first time you log in, click on and read the login instructions (highlighted below).

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

Select your Department of Education (the Department) email address from the Microsoft® account list (shown below).

You will be taken to the Department's sign in page (shown below).

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.

Non-government schools

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.

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).
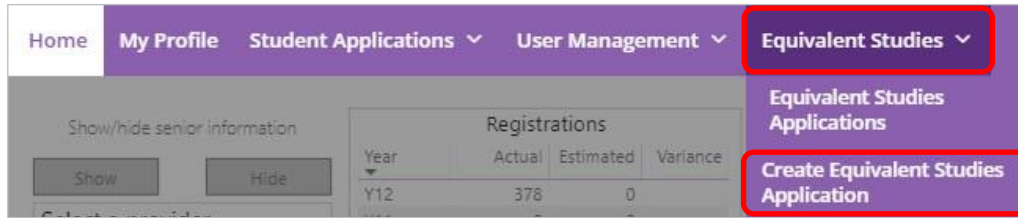

All students in Years 11 and 12 will be displayed in alphabetical order on the screen. Search through the list to find the student who requires a Year 11 equivalent studies application.

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**.
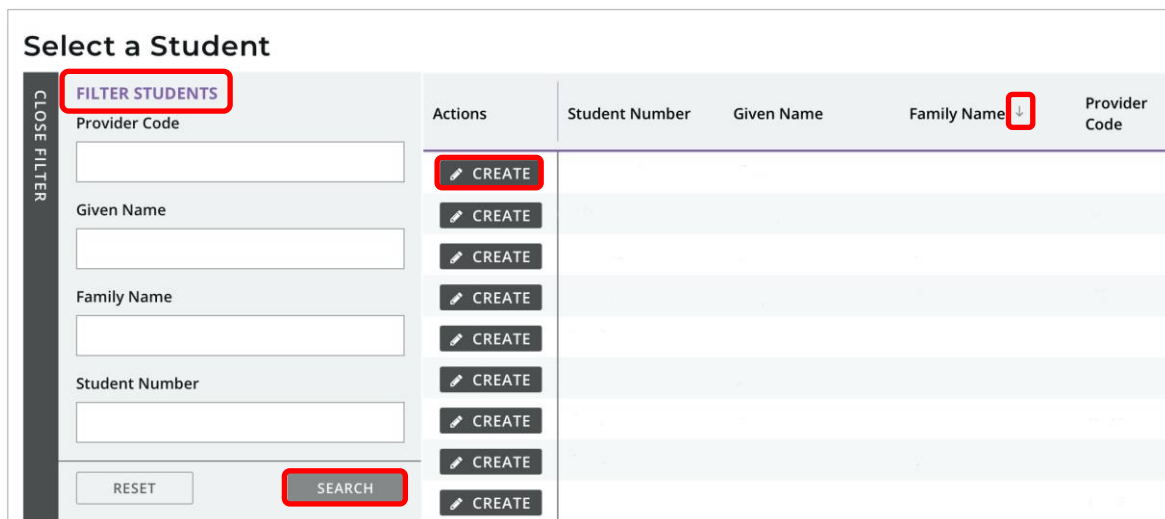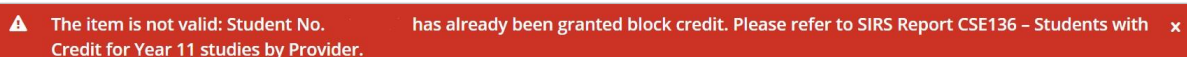

Click on the arrows at the bottom of the screen to navigate from one page to the next.

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 Authority.

The Authority 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.

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

If you would like to complete the application later, click on the **Save** button (highlighted below). Click
on the **Cancel equivalent studies application** button (highlighted below) to cancel the 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.

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).

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.

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).

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).

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
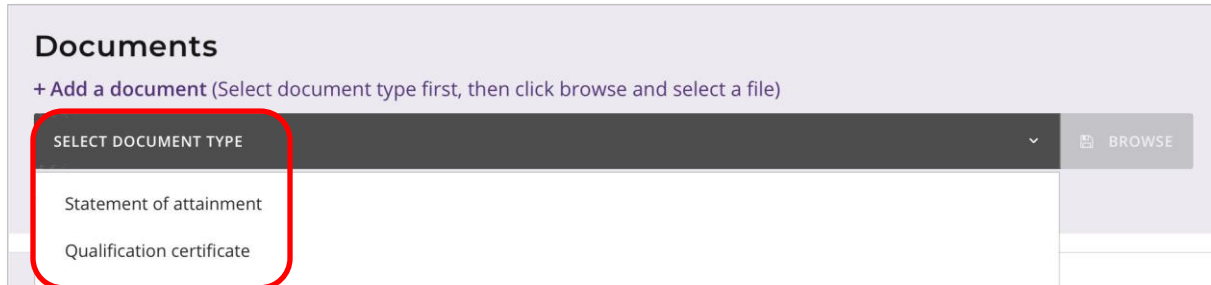letters will appear.

Select the correct accredited course from the drop-down list.

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.

You must provide a **Statement of attainment** and a **Qualification certificate** to support each Year 11 equivalent studies application achieved through an RTO.
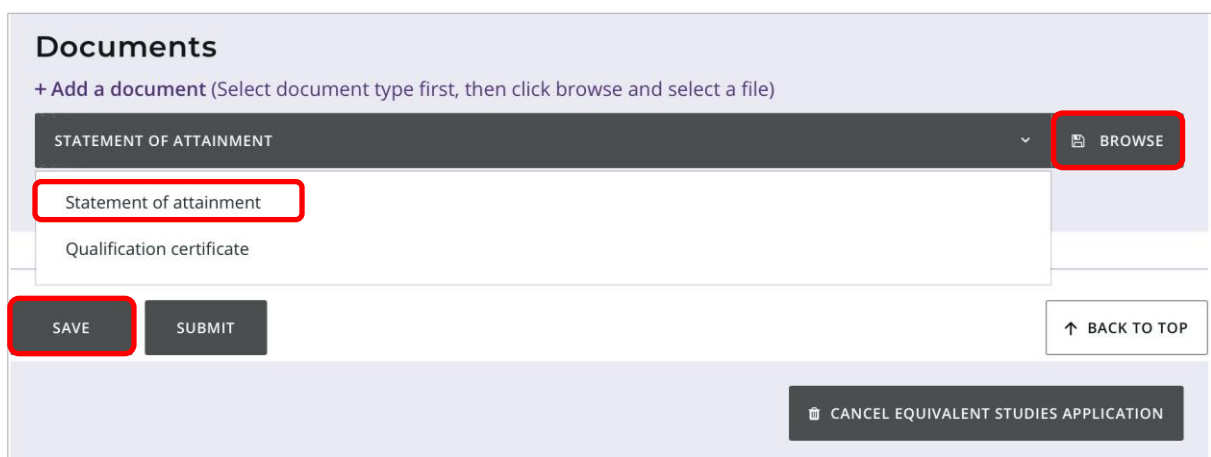
Photograph or scan each document and save the files to your computer. Your supporting documents must be saved as **.pdf**, **.jpg**, **.jpeg** or **.png** files, with **a maximum size of 4MB for each file**. **Word** documents will **not** be accepted.

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.

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.

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

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

The Authority 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 Authority requires any amendment/s 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 requested amendment/s.

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

Select the correct response from the drop-down list for each section highlighted.

If the Authority 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.

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.

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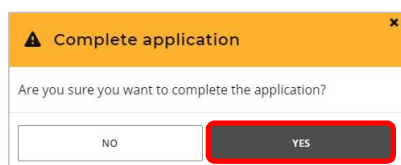
You will return to the **Schools Equivalent Studies** screen.

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.

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

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).

All schools will see the login screen below.

Government (public) schools
The first time you log in, click on and read the login instructions (highlighted below).

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

Select your Department email address from the Microsoft account list (shown below).

You will be taken to the Department's sign in page (shown below).

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.

Non-government schools

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.

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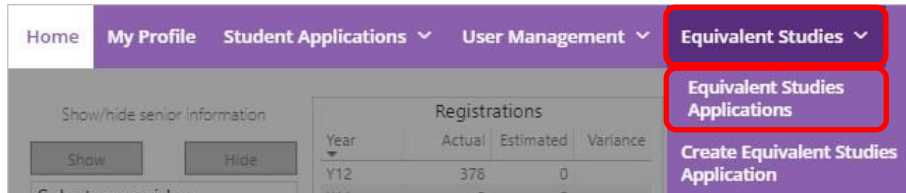
You will see all submitted applications for your students on the **Schools Equivalent Studies** screen.

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.

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.

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 Authority.

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

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

The **Schools Equivalent Studies** screen will update as students' Year 11 equivalent studies applications are processed by the Authority.

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	
New	New application has been started but not submitted by the school administrator
Certify and submit	Application requires certification and submission by the school principal or deputy principal
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Not approved	Application has not been approved by the Authority, with an explanation for this determination
Pending Year 12 registration	Application for a current Year 11 student has been processed and will be finalised when the student is registered in Year 12
Cancelled	Application has been cancelled by the school or the Authority

The Authority will review each application and check the details, including RTO provider details, if applicable.

Step 3: Certify an amended Year 11 equivalent studies application

If the Authority 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.

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.

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.