

# Student Records Management System

School guide for online Year 11 equivalent studies applications



## 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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## 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](mailto: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 **Friday, 8 November 2024**. 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

## Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

All schools will see the login screen below.

### Government (public) schools

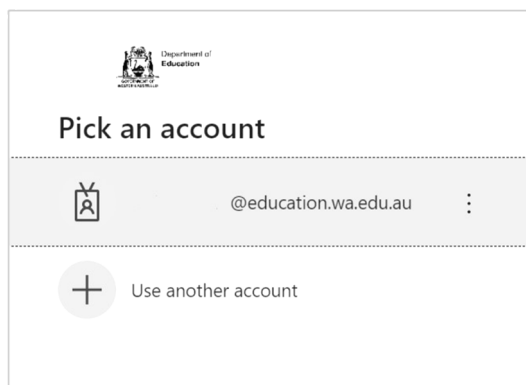
The first time you log in, click on and read the login instructions (highlighted below).

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

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted with a red border. It contains a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. Below this is the 'Non-government school login' section, which includes a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of this section are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

The screenshot shows the login instructions for government schools. It features the 'Government school login' header and the 'education.wa.edu.au LOGIN' button. Below the header is a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The instructions are as follows: 'Click on the education.wa.edu.au LOGIN button above.', 'Select your Department of Education email address from the Microsoft account list.', 'Enter your HRMIS password on the Department of Education sign in page.', and 'Click on the Sign in button to enter the SRMS portal.'

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.

← @education.wa.edu.au

## Enter password

Password

[Forgotten my password](#)

**Sign in**

### Appropriate Use of Online Services

All Department online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Department policies.

By accessing these services you give your full agreement and commitment to comply with all Department policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services [here](#).

[Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

## 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.

Government school login [education.wa.edu.au LOGIN](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

### Non-government school login

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#)

**LOGIN** CANCEL

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

Your school administrator will add your **work email address** to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your **work email address** and **password** in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the **Login** button to enter the SRMS portal.

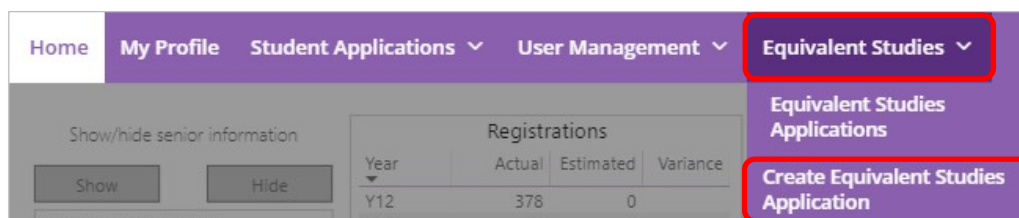
[Forgot your password?](#)

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**.

A screenshot of the 'Select a Student' form. On the left, there is a 'CLOSE FILTER' button and a 'FILTER STUDENTS' section with input fields for 'Provider Code', 'Given Name', 'Family Name', and 'Student Number'. Below these fields are 'RESET' and 'SEARCH' buttons. The 'SEARCH' button is highlighted with a red box. To the right of the filter section is a table with columns: 'Actions', 'Student Number', 'Given Name', 'Family Name', and 'Provider Code'. The 'Family Name' column has a small downward arrow icon next to it, which is highlighted with a red box. Each row in the table has a 'CREATE' button in the 'Actions' column, all of which are highlighted with red boxes.

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

A screenshot of the pagination controls at the bottom of the page. It shows '1 to 20 of 224' and 'Page 1 of 12' with navigation arrows.

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.

**⚠ The item is not valid: Student No. has already been granted block credit. Please refer to SIRS Report CSE136 – Students with Credit for Year 11 studies by Provider. x**



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.

The screenshot shows the 'Schools Equivalent Studies Application' form. It includes input fields for 'Provider code', 'WA Student Number', 'Family name', and 'Given name'. Below these is a text input for 'Calendar year in which studies were completed:'. There are three dropdown menus: 'Studies completed are equivalent to:', 'Type of studies completed:', and 'Studies were completed:'. At the bottom, there are buttons for 'SAVE', 'SUBMIT', 'BACK TO TOP', and 'CANCEL EQUIVALENT STUDIES APPLICATION'.

### Calendar year

Type in the calendar year in which the studies were completed.

A close-up of the 'Calendar year in which studies were completed:' text input field.

### 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).

A close-up of the 'Studies completed are equivalent to:' dropdown menu. The visible options are 'Select', 'One semester', and 'Whole year'.

### 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**.

A close-up of the 'Type of studies completed:' dropdown menu. The visible options are 'Select', 'VET', 'VET:Apprenticeship/Traineeship', and '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.

<p>Studies were completed:</p> <div><p>Select</p><p>International (outside Australia)</p><p>Interstate (within Australia)</p><p>Other (specify)</p><p>Through an RTO</p></div>	<p>Please specify details for consideration by the Authority (max 5000 characters)</p> <div></div>
--	--

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.

Calendar year in which studies were completed:	
<input type="text" value="2020"/>	
Studies completed are equivalent to:	
<input type="text" value="Whole year"/>	
Type of studies completed:	
<input type="text" value="Secondary Education"/>	
Studies were completed:	
<input type="text" value="International (outside Australia)"/>	
<input type="button" value="SAVE"/>	<input type="button" value="SUBMIT"/>
<input type="button" value="↑ BACK TO TOP"/>	
<input type="button" value="CANCEL EQUIVALENT STUDIES 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.

Please select either the RTO or provide a description of the RTO if it is not listed.

**RTO:**

34
32134 - Meridan State College
50343 - Mandurah Safety and Training Services Pty Ltd
50834 - Australian Institute of Technology Transfer
52334 - S.E.T.S Enterprises Pty Ltd
7134 - Franklyn Scholar (Australia) Pty Ltd

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).

Please select either the RTO or provide a description of the RTO if it is not listed.

**RTO:**

**RTO description: Name and/or code**

## 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.

**Qualification:**

CHC24015 - Certificate II in Active Volunteering
MEA20415 - Certificate II in Aeroskills
MEA20418 - Certificate II in Aeroskills
AHC20116 - Certificate II in Agriculture
AHC20110 - Certificate II in Agriculture

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).

**Qualification:**

HLT21212 - Certificate II in Health Support Services
HLT23215 - Certificate II in Health Support Services
HLT21012 - Certificate II in Indigenous Environmental Health
HLT26015 - Certificate II in Population Health
HLT33015 - Certificate III in Allied Health Assistance

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).

Please select either the qualification or accredited course completed by the student.  
If the qualification is not listed, please provide the qualification name and/or code.

Qualification:

Qualification: Name and/or code

Accredited course:

### 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.

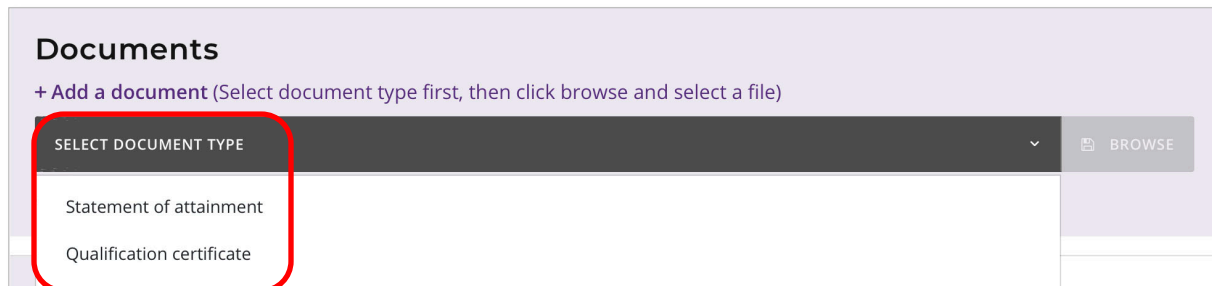
Select the correct accredited course from the drop-down list.

Accredited course:

- 10135NAT - Certificate III in Horsemanship (Riding, Handling and Behaviour)
- 10465NAT - Certificate III in Work Skills for Career Enhancement and Management
- 52777WA - Certificate IV in Academic Preparation Studies
- 22078VIC - Certificate IV in Auslan
- 10433NAT - Certificate IV in Christian Ministry and Theology

### 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.



**Documents**

+ Add a document (Select document type first, then click browse and select a file)

**SELECT DOCUMENT TYPE** ▼ BROWSE

- Statement of attainment
- Qualification certificate

You must provide a **Statement of attainment** and a **Qualification certificate** to support each Year 11 equivalent studies application achieved through an RTO.

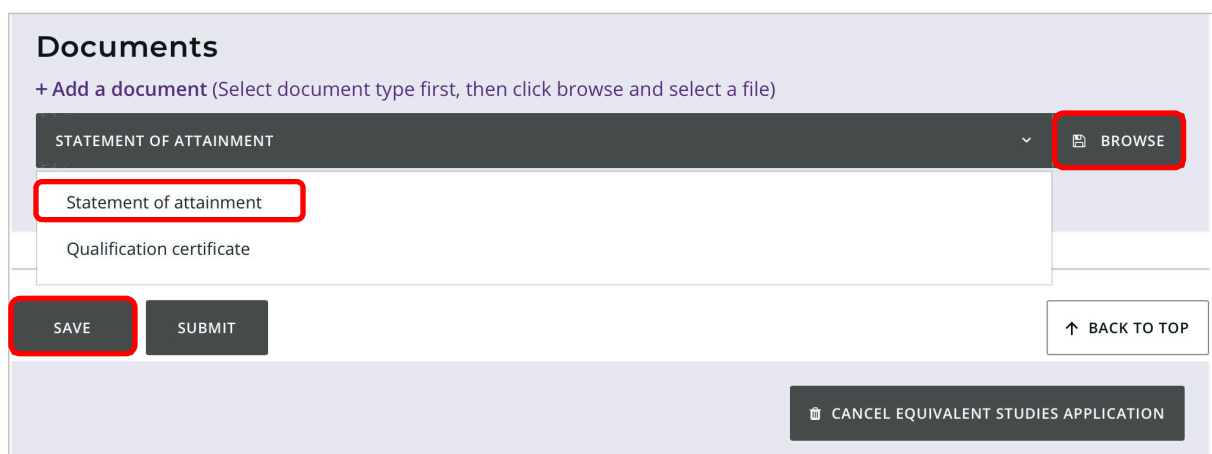
Photograph or scan each document and save the files to your computer. Your supporting documents must be saved as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word** documents will **not** be accepted.

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.



**Documents**

+ Add a document (Select document type first, then click browse and select a file)

**STATEMENT OF ATTAINMENT** ▼ BROWSE

- Statement of attainment
- Qualification certificate

**SAVE** **SUBMIT** ↑ BACK TO TOP

**CANCEL EQUIVALENT STUDIES APPLICATION**

## 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.

### Documents

Status	Document type	File name	File size	Date uploaded	Action
✓ SAVED	Statement of attainment		179.7 kB	04/03/2020 10:29 AWST	✕ REMOVE
✓ SAVED	Qualification certificate		180.0 kB	04/03/2020 10:29 AWST	✕ REMOVE

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE

BROWSE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

SAVE

SUBMIT

↑ BACK TO TOP

CANCEL EQUIVALENT STUDIES APPLICATION

Complete application

Are you sure you want to complete the application?

NO

YES

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.

Schools Equivalent Studies						
OPEN FILTER	Actions	Status	Requires attention by me	WA student number	Given name	Family name
	<b>VIEW</b>	<b>Amend application</b>	<b>Yes</b>			
	<b>VIEW</b>	Amend application	Yes			
	<b>VIEW</b>	In progress				
	<b>VIEW</b>	Certify and submit				

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.

Please amend to reflect this student's Year 11 studies.

Calendar year in which studies were completed:

Studies completed are equivalent to:

Type of studies completed:

Studies were completed:

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.

Studies were completed:

Through an RTO

Please select either the RTO or provide a description of the RTO if it is not listed.

RTO:

Test RTO

RTO description: Name and/or code

Please select either the qualification or accredited course completed by the student.  
If the qualification is not listed, please provide the qualification name and/or code.

Qualification:

MEA20418 - Certificate II in Aeroskills

Qualification: Name and/or code

Accredited course:

**Documents**

Status	Document type	File name	File size	Date uploaded	Action
✓ SAVED	Statement of attainment	<a href="#">School Report 1.pdf</a>	179.7 kB	28/02/2023 13:16 A...	<b>X REMOVE</b>
✓ SAVED	Qualification certificate	<a href="#">School Report 2.pdf</a>	180.0 kB	28/02/2023 13:17 A...	<b>X REMOVE</b>

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE

BROWSE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

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.

Completed by

Completed date

09/04/2020 15:16 AWST

SAVE **SUBMIT** [↑ BACK TO TOP](#)

**Equivalent Studies Review Application**

Further information instructions



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.

Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year
VIEW	In progress							Whole year	International (outside Australia)	12
VIEW	Certify and submit							Whole year	Other (specify)	12
VIEW	Certify and submit							Whole year	Through an RTO	12
VIEW	Certify and submit							Whole year	Interstate (within Australia)	12

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

# Three steps for principal or deputy principal certification

## Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

All schools will see the login screen below.

### Government (public) schools

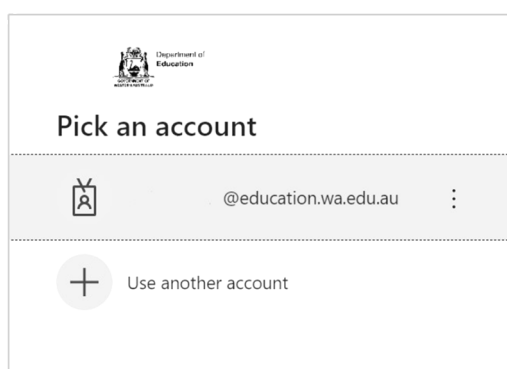
The first time you log in, click on and read the login instructions (highlighted below).

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

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted with a red box. It contains a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. Below this is the 'Non-government school login' section, which includes a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of the non-government section are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

The screenshot shows the login instructions for government schools. It features a 'Government school login' header and a button labeled 'education.wa.edu.au LOGIN'. Below the header is a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The instructions are as follows: 'Click on the education.wa.edu.au LOGIN button above.', 'Select your Department of Education email address from the Microsoft account list.', 'Enter your HRMIS password on the Department of Education sign in page.', and 'Click on the Sign in button to enter the SRMS portal.'

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.

A screenshot of a web interface titled "Enter password" under the Department of Education logo. It shows a password input field with a "Forgot my password" link below it. A red box highlights the "Sign in" button. Below the sign-in section is a section titled "Appropriate Use of Online Services" containing text about responsible use of online services and links to policies.

← @education.wa.edu.au

## Enter password

Password

[Forgotten my password](#)

**Sign in**

### Appropriate Use of Online Services

All Department online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Department policies.

By accessing these services you give your full agreement and commitment to comply with all Department policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services [here](#).

[Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

## 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.

The screenshot shows the SRMS portal login interface. At the top, there is a header with the Western Australian Government logo, the School Curriculum and Standards Authority logo, and the text 'SRMS portal'. Below the header, there are two main login sections. The first section is 'Government school login' with a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The second section is 'Non-government school login'. It contains a 'Work email address' field with a placeholder 'Username', a 'Password' field with a placeholder 'Password' and an eye icon, a checkbox labeled 'I have read and understand the terms of use', a 'LOGIN' button, a 'CANCEL' button, a link 'CLICK HERE FOR LOGIN INSTRUCTIONS', and a link 'Forgot your password?'.

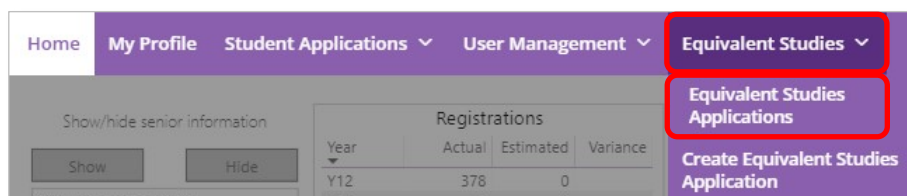
The screenshot shows the login instructions for non-government schools. It includes the following text: 'CLICK HERE FOR LOGIN INSTRUCTIONS', 'Your school administrator will add your work email address to the SRMS.', 'You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.', 'Enter your work email address and password in the login panel.', 'Tick the box to confirm that you have read and understand the terms of use.', 'Click on the Login button to enter the SRMS portal.', and a link 'Forgot your password?'.

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.

Schools Equivalent Studies											
OPEN FILTER	Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year
	<b>VIEW</b>	Certify and submit	Yes						Whole year	Other (specify)	12
	<b>VIEW</b>	Certify and submit	Yes						Whole year	Through an RTO	12
	<b>VIEW</b>	Certify and submit	Yes						Whole year	Interstate (within Australia)	12
	<b>VIEW</b>	In progress							Whole year	International (outside Australia)	12

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.

### Equivalent Studies Certify Application

☐ I certify that I have sighted relevant documents and verify that the student has undertaken studies equivalent to the completion of Year 11 in Western Australia

**SUBMIT**

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**CANCEL EQUIVALENT STUDIES 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.

Schools Equivalent Studies											
OPEN FILTER	Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year
	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	
<b>New</b>	New application has been started but not submitted by the school administrator
<b>Certify and submit</b>	Application requires certification and submission by the school principal or deputy principal
<b>Amend application</b>	Application requires amendment by the school administrator
<b>In progress</b>	Application has been received by the Authority and is waiting for review and approval
<b>Approved</b>	Application has been approved by the Authority
<b>Not approved</b>	Application has not been approved by the Authority, with an explanation for this determination
<b>Pending Year 12 registration</b>	Application for a current Year 11 student has been processed and will be finalised when the student is registered in Year 12
<b>Cancelled</b>	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.

Schools Equivalent Studies											
OPEN FILTER	Actions	Status	Requires attention by me	WA student number	Given name	Family name	Provider code	Provider name	Prior studies	Study location	Academic year
	<b>VIEW</b>	Certify and submit	Yes						Whole year	Other (specify)	12
	<b>VIEW</b>	In progress							Whole year	International (outside Australia)	12
	<b>VIEW</b>	In progress							Whole year	Through an RTO	12
	<b>VIEW</b>	In progress							Whole year	Interstate (within Australia)	12

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.

#### Equivalent Studies Certify Application

☐ I certify that I have sighted relevant documents and verify that the student has undertaken studies equivalent to the completion of a semester of Year 11 in Western Australia.

**SUBMIT**

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**CANCEL 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.

