



## **VET WACE requirements Special Consideration for Year 12 students**

Schools may apply to the School Curriculum and Standards Authority on behalf of students who, for reasons outside of their control have not been able to meet WACE requirements due to issues in a VET program (including the Certificate II minimum requirement for WACE completion) by the end of Year 12. The Authority considers each application separately and will notify the school of the decision made.

### **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 affected by issues involving VET in the following situations:

1. Overseas, remote/regional students where there is an absence, or very restricted supply of training opportunities and viable partnerships.
2. Students adversely affected by unforeseen complications in a school/RTO partnership.
3. Students who have transferred from a school either locally, overseas, or interstate and where 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.
4. Students who have experienced significant issues due to RTO certification delays (this may include issues associated with the allocation a *Unique Student Identifier – USI*).

### **Special consideration process**

#### ***Round 1 and Round 2 applications***

Generally by the end of Semester 1, schools are able to identify Year 12 students experiencing issues related to their VET program or who are not likely to meet the Certificate II minimum requirement for WACE. Applications for a special consideration for these students should be submitted in the Round 1 application process. Applications will be assessed based on the evidence provided by the school. If unsuccessful schools may resubmit their application with further evidence in Round 2.

Applications for special consideration in Round 2 should be used as a last resort for students who have been effected by delays in the RTO certification and resulting process or who have had issues with the VET Unique Student Identifier (USI).

#### ***Written submission***

In each round schools must provide a written submission to the Authority which clearly demonstrates:

- (a) that the student will meet all other requirements for WACE by the end of Year 12
- (b) the circumstances which 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, and

- (c) how the school has made genuine attempts to rectify the issue and that all suitable alternatives have been exhausted. A 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.
- (d) Schools resubmitting an application in round 2 must indicate how the additional evidence supports the initial case for special consideration.

Schools must include a completed *Application for VET WACE requirements 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](mailto:vetinfo@scsa.wa.edu.au) by no later than **6<sup>th</sup> April 2018** for **Round 1** applications and **1 November 2018** for **Round 2** applications.

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SCHOOL CODE

## Application for VET WACE Requirements Special Consideration for Year 12 students

*This form is to be used by schools when seeking approval from the School Curriculum and Standards Authority to have WACE requirements affected by issues relating to VET including the Certificate II minimum requirement waived on behalf of Year 12 students who, for reasons outside of their control have not been able to meet 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 requirements by the end of Year 12.*

**Complete the following details** (please print) \_\_\_\_\_ Resubmitted Application  
 (Round 2 only)

**School name** \_\_\_\_\_

**Student name** \_\_\_\_\_

**Student SCSA number** \_\_\_\_\_

- Please attach the following documentation to the submission for special consideration:
- A copy of a student's summary details (SIRS report CSE012) which indicates that the student is on track to meeting all other WACE requirements
  - Details of the circumstances which has led to a student being unable to meet the requirements and evidence of the measures taken to rectify the issues as a result of a student's VET program. (Evidence must include details of at least **three** alternative arrangements which 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 (includes additional evidence for resubmitted applications in Round 2).
  - 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 that have been affected by issues relating to their VET program by the end of Year 12.

**Name of principal** \_\_\_\_\_

**Signature of principal, school representative or school stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

Return the completed form to [vetinfo@scsa.wa.edu.au](mailto:vetinfo@scsa.wa.edu.au) by no later than 6 April 2018 for Round 1 applications and 1 November 2018 for Round 2 applications.

**Office use only:**

**Director Standards and Certification approval** Yes  No

**Director signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student record amended in SIRS** \_\_\_\_\_ **Date** \_\_\_\_\_