



VET WACE requirements Special Consideration for Year 12 students

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

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 (this may include RTO certification or resulting processes).
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.

Special consideration process

Round 1 and Round 2 applications

Generally by Term 2, schools are able to identify Year 12 students who are experiencing issues related to their VET qualification 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.

Round 2 applications are for submissions received after the Round 1 deadline, or for students who have been affected by delays in RTO certification and resulting processes.

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. The 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 by no later than **Friday, 3 May 2019** for **Round 1** applications and **Wednesday, 30 October 2019** 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

Resubmitted Application Yes No
(Round 2 applications only)

School name _____

Student name _____

WA student 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 meet all other WACE requirements
- Details of the circumstances which have 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 qualification. (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 qualification 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, 3 May 2019** for Round 1 applications and **Wednesday, 30 October 2019** for Round 2 applications.

Office use only:

Assistant Director – Examinations, Certification and Testing approval Yes No

Assistant Director signature _____ Date _____

Student record amended in SIRS: Officer Name _____ Date _____