

## Endorsed programs data

### Contact:

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To maintain the integrity of the WACE and the statement of results, it is important that the data submitted to the Curriculum Council is accurate and evidence of achievement is retained for audit purposes.

### Enrolment declaration form

Before enrolling students in endorsed programs, schools must complete an enrolment declaration form. The form must be signed by the school principal and returned to the Curriculum Council by the endorsed programs enrolment deadline, **Friday 7 August 2009**. A hard copy of the form can be found in the WACE Procedures File 2009 – Section 3.8 or on the Council's website at

[http://www.curriculum.wa.edu.au/internet/Communications/Publications/WACE\\_Procedures](http://www.curriculum.wa.edu.au/internet/Communications/Publications/WACE_Procedures).

### Achievement declaration form

Before the Curriculum Council can accept the achievement data for endorsed programs, schools must complete an achievement declaration form. The form must be signed by the school principal and returned to the Curriculum Council by the 23 November 2009. The form will be included in the achievement data collection information packages to be received by schools by 12 October 2009 (for Year 12s) and 30 October 2009 (for Year 10/11s). It is also available on the next page.

### Evidence of achievement of VET and endorsed programs

The evidence will vary according to the category of endorsed program.

- **Workplace learning:** student logbook and portfolio of evidence/skills demonstrated.
- **VET:** copy of qualification, statement of attainment, written statement from registered training organisation (RTO).
- **University studies:** copy of academic transcript or evidence of achievement issued by the university.
- **Community organisation:** copy of certificate, award, statement of attainment or examination report issued by the organisation.
- **Personal development:** portfolio of evidence, written statement from portfolio assessor.



### VET and endorsed programs achievement declaration form – 2009

This declaration form is to be completed by schools that are reporting student achievement of:

- VET units of competency
- VET qualifications
- Workplace learning programs (WL1 and WL2)
- University units
- Community organisation programs
- Personal development programs.

Before the Curriculum Council can accept the VET results and endorsed program achievement data, the Principal must confirm that the relevant RTO/s and endorsed program providers have provided written evidence of achievement and the data has been accurately uploaded to SIRS.

#### Forms of evidence

Acceptable forms of evidence include:

- copy of the statement of attainment or qualification issued by the RTO
- certificate, award, examination report or academic transcript issued by other providers
- emailed or faxed statement from the RTO or program provider.

It is important that the achievement data submitted to the Curriculum Council is accurate to maintain the integrity of the WACE and the statement of results. Council officers will audit this evidence through school visits and data cross-reference checks with providers.

#### Declaration by the principal

I certify that the 2009 achievement data submitted by the school is correct. The evidence of achievement has been retained by the school for audit purposes.

I confirm that:

(Please tick)

Results in **units of competencies** achieved by students have been verified as stated on SIRS report – CSE005.

**Qualifications** achieved by students have been verified as stated on SIRS report – CSE007.

Evidence of achievement of other **endorsed programs** has been verified as stated on SIRS report – CSE006.

Name of VET coordinator/contact: \_\_\_\_\_

Name of endorsed programs coordinator/contact: \_\_\_\_\_

School: \_\_\_\_\_ School code: 

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Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

**Please return by Monday 23 November 2009 to:**  
**Data coordinator, C&E branch, Curriculum Council**  
**27 Walters Drive OSBORNE PARK WA 6017**  
**Fax: 9273 6318**