

Data integrity for vocational education and training and endorsed programs

Contacts

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Data submitted to the Curriculum Council is used to determine if a student has met WACE requirements.

It is essential schools provide accurate information and are urged to be thorough, especially when collecting and uploading results and achievement data from organisations outside of the school.

To ensure accurate data transfer procedures are in place between schools and registered training organisations (RTOs) or other endorsed program providers, the Council will audit a sample of schools' data with data it has obtained from an RTO or an endorsed program provider. This audit will take place from 26 November to 4 December. The schools chosen for sampling will be notified early in Term 4.

The principal must certify that the achievement data submitted by the school is correct. The confirmation must include that

- results in units of competencies have been verified by the RTO
- qualifications achieved by students have been verified by the RTO
- evidence of achievement of endorsed programs has been verified.

Verification may be in the form of an email or letter bearing the organisation logo or on a letterhead, stating the outcomes have been achieved by the specified students. If available, a copy of the statement of attainment, certificate or other specified evidence of achievement may be used.

The declaration form is available on the next page.



Vocational education and training 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 school 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 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 24 November 2009 to:

**Data coordinator
Curriculum Council
27 Walters Drive
OSBORNE PARK WA 6017**