

Reporting community service hours

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While the completion of 20 hours of community service is no longer a requirement for achieving a WACE, the achievement of community service will continue to be acknowledged on a student's statement of results with the total number of service hours collected at the end of Year 12.

The total number of hours can be uploaded to the Council through a field in the student registration and demographic (SRGDG) file by the school at which the student is completing their senior secondary studies. This must be done before the end of November 2009, when the database will be closed for Year 12 changes.

Both the SIS and Maze databases have a field where the number of community service hours can be recorded. For Maze schools, this information will be automatically picked up by the creation of the SRGDG file from October 2009. The SIS 'patch' to pick up this information will be applied in November, and schools will be advised when this happens.

Those schools uploading their SRGDG through an Excel spreadsheet are advised to enter the number of community service hours completed into column BG. The community service completed column remains as column N where you can enter a 'Y' or 'N'. This column will not be used from 2010.

Where a school provides the Council with the actual number of hours completed by students, the statement *X hours of community service has been undertaken in senior secondary schooling* can then be reported on students' statements of results.

For 2009 only:

- schools who have not kept a record of the hours once students had completed the required 20, the 'Y' result (20 hours requirement met) that schools provide to the Council will be converted to the statement *20 hours of community service has been undertaken in senior secondary schooling*.
- for students who have already been given a partial exemption from completing the 20-hour requirement and included the number of hours (e.g. 10), the 'N' result will be converted to the statement *10 hours of community service has been undertaken in senior secondary schooling*.
- If the student has received a previous exemption from community service or has an 'N' result, there will be no statement about community service recorded on their statement of results.