

## SECTION 5: ENDORSED PROGRAMS

An endorsed program is a significant learning program developed by a school, community organisation or private provider and endorsed by the Curriculum Council for students in Year 10, 11 or 12. A program is defined as a series of lessons, classes or activities for the achievement of a common goal or set of learning outcomes. Programs must make a positive contribution to student learning and cannot duplicate courses.

Endorsed programs can contribute up to 10 unit equivalents towards the WACE completion requirement. They may also reduce the number of courses over which a C grade average is calculated. Achievement of all endorsed programs is listed on the student's statement of results.

School processes for the monitoring, recording and reporting to the Council of endorsed programs need to be included in the school's assessment policy.

### 5.1 General information

The five categories of endorsed programs are defined below.

**Workplace learning:** Work-based learning, in a real or simulated workplace, in which students work towards achievement of a set of employability skills and/or VET units of competency.

**Vocational education and training:** Vocational education and training, not integrated with a course, resulting in the attainment of one or more units of competency from a nationally recognised training package or one or more units of competency or modules from a nationally accredited course endorsed by the Curriculum Council.

**University:** Successful completion of a Western Australian university unit listed on the Curriculum Council's website.

**Community organisation:** A structured program resulting in the achievement of a quality assured award or certificate.

**Personal development:** A program to develop skills, knowledge and attitudes for the achievement of personal goals, civic responsibility and/or improved health and fitness, which requires students to draw together a portfolio of evidence to demonstrate learning.

#### 5.1.1 Selection and delivery

Schools may select programs to suit student needs and interests from those already endorsed, or apply for endorsement of programs they have developed themselves. All endorsed programs are listed on the Council's website at

[http://www.curriculum.wa.edu.au/Senior\\_Secondary/Endorsed\\_Programs/](http://www.curriculum.wa.edu.au/Senior_Secondary/Endorsed_Programs/).

There may be a cost to individual students or schools for some endorsed programs.

#### 5.1.2 Management of senior secondary studies

Schools may work in partnership with other providers to deliver and assess endorsed programs, but retain the responsibility for managing a student's senior secondary study program.

#### 5.1.3 Validation of achievement

Schools must implement processes to gather, verify and record achievement details for any endorsed program for which they will provide student results to the Curriculum Council.

It is the responsibility of the principal to validate achievement of endorsed programs and maintain a record of such achievement for all students in accordance with the State Records Act 2000.

#### 5.1.4 Student registration

Students must have a Curriculum Council student number to be awarded credit for endorsed programs. This number is allocated to students when they enter secondary school and is retained until the end of their senior secondary schooling.

### 5.1.5 Enrolments and results

Schools enrol registered students in endorsed programs and report achievement to the Curriculum Council through electronic data transfer. The deadlines for submitting enrolment and achievement data are outlined in the WACE activities schedule, which is available on the Council website at <http://www.curriculum.wa.edu.au/internet/Communications/Publications>.

Before endorsed program enrolments are uploaded, principals are required to sign an 'Endorsed programs enrolment declaration form' and forward it to the Curriculum Council. The form asks principals to certify that the endorsed programs in which students are enrolled are offered under the appropriate conditions. The form is included in the endorsed programs section of the WACE Procedures File.

Before endorsed program achievement data is uploaded, principals are required to sign a 'VET and endorsed programs achievement' declaration. The form asks principals to certify that all achievements have been validated.

Instructions for uploading enrolments and achievement data are provided in the WACE Procedures File, available on the Council website at <http://www.curriculum.wa.edu.au/internet/Communications/Publications>.

All VET data should be uploaded through the VET files, not the endorsed program files.

### 5.1.6 Completion of programs

Completion of all endorsed programs, including VET stand alone, must be reported to the Council in the year the program is completed. Certificates must be presented for credit in the year they are awarded. Reporting to Council must be in terms of student achievement as appropriate to the program.

Programs completed after the deadline for submitting results to the Curriculum Council will be accepted in the following year. Students in Year 10 and 11 who do not complete a program in the year in which they are enrolled should have the achievement descriptor 'N' (not completed) submitted and be re-enrolled and achievement recorded in the following year.

### 5.1.7 Duty of care

Schools and teachers have a duty to take reasonable care for the health and safety of their students. The duty automatically arises out of the teacher/student relationship and remains the same whether students are on school premises or outside the school by reason of being engaged in extra-curricular activities or endorsed programs. Schools must follow the appropriate sector/systems policies and procedures which deal with duty of care, legal liability and insurance issues.

When endorsing programs, the Council undertakes an extensive assessment and analysis process to ensure all reasonable care is said to be taken by the program provider to avoid harm being suffered by students undertaking the endorsed program. Programs will be endorsed on the condition that all personnel delivering the program have a current *Working with Children Check* if they are not a WA College of Teaching (WACOT) registered teacher. For comprehensive information on the *Working with Children Check*, go to [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au).

### 5.1.8 Unit equivalence

A judgement is made about the equivalence of an endorsed program in relation to one unit from a Council accredited course. Unit equivalence is determined by an endorsed programs panel after consideration of the nature and scope of each program.

Providers applying for program endorsement are required to provide information about the complexity of the program and the time required for classroom instruction, training sessions, class tutorials, lectures, online learning, private study, revision, practice in applying and refining knowledge and skills, planning, counselling, mentoring and assessment so that unit equivalence can be established.

### 5.1.9 Students in Year 8 and 9

Students will not be awarded credit for endorsed programs achieved while they are in Year 8 and 9. However, in exceptional circumstances, schools may seek permission to start a senior secondary program before Year 10. In seeking approval for the delivery of these programs, the school would need to justify how the studies are part of a longer-term program that will assist the student in achieving the WACE at the end of Year 12. Schools are required to lodge an Application for schools to offer senior secondary programs to Year 8 and 9 students, which is available in the WACE Procedures File (item 6.4.4).

### 5.1.10 WACE credit for endorsed programs

**Table 2: Summary of how endorsed programs provide credit towards the WACE**

<b>Workplace learning programs</b>	<p><b>Workplace learning on-the-job training</b></p> <ul style="list-style-type: none"> <li>• 55 workplace hours is equivalent to one unit.</li> <li>• Partial credit will not be allocated for less than 55 hours.</li> <li>• Students can be awarded credit for more than one unit of this mode of workplace learning.</li> </ul>
	<p><b>Workplace learning employability skills</b></p> <ul style="list-style-type: none"> <li>• 110 workplace hours is equivalent to two units.</li> <li>• Partial credit will not be allocated for less than 110 hours.</li> <li>• Students can be awarded credit for more than one two-unit block of this mode of workplace learning.</li> </ul>
<b>Vocational education and training programs</b>	<ul style="list-style-type: none"> <li>• 55 nominal hours is equivalent to one unit.</li> <li>• Partial credit will not be allocated for less than 55 nominal hours.</li> <li>• Students are granted unit equivalence for units of competency or modules recorded on a statement of attainment or qualification provided by a registered training organisation.</li> </ul>
<b>University programs</b>	<ul style="list-style-type: none"> <li>• A pass in a standard semester university unit is equivalent to one unit.</li> <li>• Unit equivalence will not be awarded for partial completion of a unit.</li> </ul>
<b>Community organisation programs</b>	<ul style="list-style-type: none"> <li>• Programs are allocated unit equivalence using points; five points is the equivalent of one unit. This enables programs of less than one unit to be recognised.</li> <li>• Points can be accumulated across community organisation and personal development programs.</li> <li>• On completion of senior secondary school, the points are converted to unit equivalents.</li> </ul>
<b>Personal development programs</b>	<ul style="list-style-type: none"> <li>• Programs are allocated unit equivalence using points; five points is the equivalent of one unit. This enables programs of less than one unit to be recognised.</li> <li>• Points can be accumulated across community organisation and personal development programs.</li> <li>• On completion of senior secondary school, the points are converted to unit equivalents.</li> </ul>

## 5.2 Workplace learning programs

Workplace learning provides opportunities for students to develop skills in the workplace and obtain credit towards the WACE. Students are placed in an appropriate work situation and are required to maintain a formal record of workplace learning. There are three ways of getting credit for workplace learning as an endorsed program:

- Workplace learning on-the-job-training (WL1)
- Workplace learning employability skills (WL2)
- Work Skills (PGWS).

### 5.2.1 Workplace learning on-the-job-training (WL1)

On-the-job training involves training and assessment in a real or simulated workplace, providing supervised learning activities contributing to the assessment of one or more units of competency from a national training package. A program is the equivalent of one unit. Students can achieve multiple programs per year.

#### Completion requirements

To achieve one program of workplace learning on-the-job training, students must have:

- completed a total of 55 hours in the workplace
- maintained a logbook documenting workplace attendance and tasks undertaken
- gathered evidence towards assessment of at least one VET unit of competency.

#### Reporting achievement to the Curriculum Council

Achievement is reported on a student's statement of results as Achieved (A); Two programs achieved (2); Three programs achieved (3); Four programs achieved (4)... Ten programs achieved (10).

More detailed information about Workplace Learning on-the-job training is available on the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx?type=3>.

### 5.2.2 Workplace learning employability skills (WL2)

This mode of workplace learning provides opportunities for students to demonstrate at least 20 skills relevant to entry-level training, in a real workplace.

#### Completion requirements

To achieve one program of workplace learning employability skills, students must have:

- completed a total of 110 hours in the workplace
- maintained a logbook documenting workplace attendance and tasks undertaken
- been signed off on at least 20 skills (at least one from each of the nine skill areas).

#### Reporting achievement to the Curriculum Council

Students who meet the completion requirements are reported as having 'Achieved (A)' the program. Higher levels of achievement can be recorded on a student's statement of results as 'Achieved with Merit (AM)' or 'Achieved with Distinction (AD)'.

More detailed information about workplace learning on-the-job training is available on the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx?type=3>.

### 5.2.3 Work Skills (PGWS)

This personal development generic workskills program provides students with the opportunity to demonstrate achievement of a set of employability skills through paid or unpaid work. This could include a part-time job, regular volunteer or community work or involvement in a family business.

See sub-section 5.6 for further details about PGWS or go to the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx?type=4>.

## 5.3 Vocational education and training

### VET stand alone

Students engaging in vocational education and training not integrated with a course, resulting in the attainment of units of competency or qualifications listed on the National Training Information Service (NTIS) website at <http://www.ntis.gov.au>, are awarded WACE unit equivalence as an endorsed program.

### Nationally accredited courses

Students engaging in nationally accredited courses which do not significantly duplicate Council accredited courses will also be recognised under the VET category of endorsed programs. Providers wishing to offer nationally accredited courses not currently on the Curriculum Council list should apply for endorsement of the qualification and units of competency or modules. If endorsed, they will be added to the Curriculum Council list of 'VET qualifications and their units of competency', available on the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx?type=5>.

### Unit equivalence

VET stand alone and nationally accredited courses are allocated credit on the basis of one unit equivalent for each 55 nominal hours.

**Table 3: Unit equivalence**

Nominal hours	Unit equivalents	Nominal hours	Unit equivalents
0 – 54	0	330 – 384	6
55 – 109	1	385 – 439	7
110 – 164	2	440 – 494	8
165 – 219	3	495 – 549	9
220 – 274	4	550 – 604	10
275 – 329	5	605 – 659	11

### Reporting achievement to the Curriculum Council

It is the responsibility of the RTO to notify the school of a student's attainment of units of competency, qualifications and nationally accredited courses that have been endorsed by the Curriculum Council. The school must validate and record details of VET stand alone achievement before uploading the results to the Council, as outlined in the WACE Procedures File. Schools should ensure RTOs are able to report achievement to the schools by the dates required.

See Section 6 for further information about vocational education and training.

## 5.4 University programs

Western Australian university units that extend or complement students' senior secondary studies can contribute unit equivalence towards the WACE. The units offered may enrich students' knowledge and skills or address an area of study not available through Council courses. These units may be used to support the transition to tertiary studies.

Successful completion of a university semester unit is deemed equivalent to one unit towards the WACE completion requirement. University units are not used in the calculation of a tertiary entrance score.

Western Australian universities have nominated units they consider suitable for senior secondary students. These university units, reviewed annually, have been endorsed by the Curriculum Council and are listed on the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx?type=2>.

Students must apply for admission directly to the university. Enrolment applications must be accompanied by a letter from the school principal stating the rationale for the student to enrol in a university unit and the belief that the student has the academic maturity to undertake such study.

### Reporting achievement to the Curriculum Council

Students are required to provide the school with a copy of their university enrolment and the evidence of achievement issued by the university. As final results for Year 12 students are collected by early November, universities may not be able to meet the reporting timeline. Consideration should be given to enrolling students in Semester 1 only in their final year of study.

## 5.5 Community organisation programs

Structured programs resulting in the achievement of a quality-assured award or certificate are endorsed under this category. Students in Year 10–12 can gain WACE unit equivalence by successfully completing programs offered by community organisations such as WA Cadets and Girl Guides Australia, or providers such as Cisco Networking Academy and Yachting Australia.

### Program endorsement

Community organisations and providers of certificated or award programs may apply to the Curriculum Council for endorsement of a program they have developed. The application process and endorsement criteria are detailed in this section. See sub-section 5.7 (page 41) for more details.

### Reporting achievement to the Curriculum Council

On successful completion of a program, the student is required to present the award, certificate or examination report to the school as evidence of achievement. Certificates or awards must be presented for credit in the year they are achieved. It is the responsibility of the school to validate and record achievement of all endorsed programs reported to the Council.

## 5.6 Personal development programs

Personal development programs recognise activities that develop skills, knowledge and attitudes for the achievement of personal goals, civic responsibility and/or improved health and fitness, for which no quality-assured certificate or award is issued. Programs must be coherent and provide significant learning opportunities. They can be endorsed for a particular student, school or network group only, or endorsed for all schools to offer to students in Year 10–12.

### Evidence of learning

Learning gained through personal development programs must be demonstrated through a portfolio containing sufficient evidence to validate learning as described by the program's learning outcomes. The form and contents of the portfolio will differ according to the nature of the program and the assessment tools used. Schools may be required to assess the portfolio of evidence or validate a portfolio that has been assessed by a community organisation or provider. Principals of schools offering personal development endorsed programs, whether timetabled or undertaken outside of the school's usual curriculum, are required to sign off on the achievement before reporting it to the Council. The sign-off sheet should be kept as a record of the achievement.

### Generic personal development programs

Personal development program outlines have been developed for:

- Administration and Management (PGAM)
- Community Arts Performance (PGAP)
- Community Sports Performance (PGSP)
- Music Performance (ensemble) (PGMPE)
- Recreational Pursuits (PGRP)
- School Trip (PGST)
- Whole School Production: Performance (PGWSPP)
- Whole School Production: Production and Design (PGWSPPD)
- Work skills (PGWS)

Schools wishing to enrol students in generic programs must complete a request form. Forms are attached to the relevant program outline and must be submitted to the Council before delivery of the program to ensure the program offered fits the criteria, and the assessment requirements are understood. Program outlines can be found on the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx>.

### Reporting achievement to the Curriculum Council

It is the responsibility of the school to validate achievement of all endorsed programs. Achievement in all personal development programs is described as either 'Achieved (A)' or 'Not achieved (N)'. Where a program can be undertaken more than once a year, a descriptor such as 'Two programs achieved (2)' is added.

## 5.7 The endorsement process

Schools, community organisations and private providers can apply to the Curriculum Council for endorsement of a program they have developed for senior secondary students.

Providers do not need to apply for endorsement of workplace learning programs, university units or vocational education and training qualifications and units of competency from national training packages. Providers wishing to offer nationally accredited courses not currently on the Curriculum Council list should apply for endorsement of the qualification and units of competency or modules.

Providers of programs that have a quality assured certificate or award should apply for endorsement under the category of community organisation programs. Providers of programs that do not result in such a record of achievement may apply for endorsement under the category of personal development programs.

### Application form

The application form provides the criteria for endorsement and requires detailed information about the provider and the program. It includes a template which helps identify the overarching learning outcomes and values implicit in the program. Applicants are encouraged to seek the support of the Council secretariat to complete the application. The application form can be downloaded from the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx>

### Submitting an application

Completed applications should be submitted to the Curriculum Council endorsed programs panel with any supporting documentation, such as a program outline, assessment plan, training manual or annual report. Emailed applications are preferred, but applications sent by post or fax are accepted. Contact details are listed on the application form.

### Criteria for endorsement

University units, community organisation, personal development programs and nationally accredited courses must meet the following criteria to be considered for endorsement by Council.

- Programs must involve a coherent series of lessons or activities that result in the achievement of specified learning outcomes.
- A program must not duplicate a Council accredited course.
- The specific learning outcomes for programs must indicate what participants should be able to do, know and understand at the completion of the program.
- Providers must indicate clearly what constitutes successful completion of a unit, program or course.
- Participants must be provided with opportunities to present evidence of achievement of specific unit, program or course outcomes.
- Programs must be appropriate and accessible to young people and be consistent with the broad values described in the Curriculum Framework.
- Programs should contribute to the ongoing development and achievement of at least one of the overarching learning outcomes of the Curriculum Framework.
- Programs must be consistent with the learning and teaching principles and practices indicated in the Curriculum Framework.
- Assessment practices must adhere to the principles identified in the Curriculum Framework; fair, educative, comprehensive, explicit and valid.
- Program delivery must comply with occupational safety and health and duty of care policies, including working with children checks where relevant.

### 5.7.1 Endorsed programs panel

A panel comprising education sector/systems representatives and Council secretariat meets three times a year to consider applications against the criteria for endorsement. The panel makes a recommendation about the period of endorsement (up to five years) and unit equivalence according to the nature, scope and estimated learning time of each program.

In preparation for each panel meeting, the secretariat consults with relevant course project officers and moderators to ensure there is no significant duplication of course content and that the program adheres to the Curriculum Framework guidelines.

The endorsed programs panel presents the recommendations through the Senior Secondary Education Committee to the Curriculum Council, where they are officially endorsed. Program providers may amend and resubmit applications for endorsement if the initial application does not meet the criteria for endorsement.

The endorsement process takes at least three months from submission of the final application to endorsement. Deadlines for submission of applications are advertised on the Council website and in Council publications. Programs endorsed in Semester 1 can provide WACE credit in the same year. Programs endorsed in Semester 2 can provide credit in the following year.

Program providers will be invited to reapply for endorsement in the final year of endorsement. They will be required to submit a new application form available on the Council website at <http://www.curriculum.wa.edu.au/Apps/EP/display.aspx>.