



# **SYLLABUS DELIVERY AUDIT**

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School coordinator handbook

**2025**

## **Acknowledgement of Country**

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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## Section 1: Document preparation

The syllabus delivery audit (SDA) in 2025 will be conducted for the following Years 11 and 12 Foundation, General and ATAR courses:

| Learning Area                  | Course   |
|--------------------------------|--|
| Arts                           | Year 11 Dance ATAR   |
| English                        | Nil  |
| Health and Physical Education  | Year 12 Physical Education Studies ATAR  |
| Humanities and Social Sciences | Year 11 Aboriginal and Intercultural Studies ATAR<br>Year 11 Careers and Employability General<br>Year 11 Humanities and Social Sciences in Action General<br>Year 12 Ancient History ATAR<br>Year 12 Agribusiness ATAR<br>Year 12 Modern History ATAR<br>Year 12 Religion and Life Foundation |
| Languages                      | Year 12 Indonesian: Background Language ATAR<br>Year 12 Tamil: Second Language ATAR<br>Year 12 Tamil: Background Language ATAR<br>Year 12 Punjabi: Second Language ATAR<br>Year 12 Punjabi: Background Language ATAR   |
| Science                        | Year 11 Physics ATAR<br>Year 12 Agricultural Science and Technology ATAR<br>Year 12 Human Biology General<br>Year 12 Science in Practice General   |
| Technologies                   | Year 12 Engineering Studies ATAR   |

### Requirements

As set out in the *WACE Manual*, every student studying a WACE course must be provided with the:

- school's senior secondary assessment policy
- syllabus
- school's course outline
- school's assessment outline.

These documents must be available to students before teaching begins. They can be provided as a hard copy or digitally, if the school ensures that all students have adequate access in this format.

The SDA reviews the school's course outline and assessment outline.

## Course outline

The teacher determines the sequence in which the syllabus content will be taught and the timing of delivery. The school must provide this information to the students before teaching begins, in the form of a course outline.

The format for a course outline is a school decision, but each outline must indicate:

- the timing of delivery
- the sequence in which **all** the syllabus content will be delivered.

Information about the assessment tasks can be included but is not essential because it is included in the assessment outline.

## Assessment outline

The teacher determines the tasks that will be used to assess student performance, except for the externally set task (EST) for Year 12 General and Foundation courses, which is set by the Authority and administered by the school. The set of tasks must conform to the assessment requirements as specified in the assessment table of the syllabus. This ensures that the planned assessment tasks provide students with the opportunity to demonstrate their achievement of the knowledge, skills and understandings that they have acquired in their study.

The set of tasks in the assessment outline must provide a comprehensive sampling of the syllabus content. The number of assessment tasks is determined by the teacher. Teachers should limit the use of low-value tasks and focus on developing tasks that accurately reflect the assessment type in the syllabus.

The format for an assessment outline is a school decision, but each outline for a pair of units must include the following information:

- the number of tasks to be assessed
- a general description of each task
- the assessment type, as prescribed in the syllabus
- an indication of the syllabus content on which each task is based
- the approximate timing of each task (i.e. the week the task will be conducted or the start and submission dates for an extended task)
- the weighting of each assessment task
- the weighting of each assessment type, as prescribed in the assessment table of the syllabus.

A sample course outline and assessment outline for each pair of units is available on the relevant course page on the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials>.

Note: while the Authority provides sample course and assessment outlines for guidance, it is the expectation of the Authority that teachers will develop documents customised to reflect their school's context and the needs of the student cohort.

## Syllabus delivery audit review criteria

Each course outline will be reviewed using the following criteria.

| Course outline criteria   | Response options  |
|---|---|
| includes all the content from the current syllabus                        | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the course outline using the current syllabus</li> <li>revise the course outline to remove content that is not in the current syllabus</li> <li>revise the course outline to include all content from the current syllabus</li> </ul> |
| provides an appropriate timing for the delivery of the syllabus content   | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the course outline to provide an appropriate timing of delivery of the syllabus content</li> </ul>  |
| provides an appropriate sequence for the delivery of the syllabus content | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the course outline to provide an appropriate sequence of delivery of the syllabus content</li> </ul>  |

Each assessment outline will be reviewed using the following criteria.

| Assessment outline criteria  | Response options   |
|--|--|
| uses the assessment types specified in the current syllabus  | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the assessment outline using the assessment types specified in the assessment table of the current syllabus</li> </ul>   |
| uses assessment type weightings that conform to the assessment table in the syllabus                                   | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the assessment outline to meet the assessment type weightings specified in the assessment table of the current syllabus</li> <li>revise the assessment outline to ensure assessment task weightings add to the assessment type weighting</li> <li>revise the assessment outline to ensure assessment type weightings add up to 100</li> <li>revise the assessment outline to ensure assessment task weightings add up to 100</li> <li>revise the assessment outline to ensure all assessment task weightings are a minimum of 5%*</li> </ul> |
| includes an appropriate number of tasks  | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the assessment outline to ensure that the number of assessment tasks of each assessment type is consistent with syllabus requirements</li> <li>decrease the number of assessment tasks to avoid overassessment</li> <li>revise the assessment outline to ensure that the total number of assessment tasks is no greater than eight*</li> </ul>   |
| provides a representative sampling of the syllabus content   | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the assessment outline to provide a representative sampling of the syllabus content</li> <li>revise the assessment outline to remove assessment of content that is not in the current syllabus</li> </ul>  |
| includes a general description of the nature of the task and a brief description of the syllabus content for each task | <ul style="list-style-type: none"> <li>meets requirements</li> <li>revise the assessment outline to include a description of the syllabus content for each task</li> <li>revise the assessment outline to include a description of the nature of each task</li> </ul>  |

| Assessment outline criteria                          | Response options  |
|--|---|
| indicates appropriate timing of the assessment tasks | <ul style="list-style-type: none"> <li>• meets requirements</li> <li>• revise the assessment outline to include the timing of each assessment task (i.e. the week the task will be conducted or the start and submission date of a task)</li> </ul>   |
| is consistent with the course outline                | <ul style="list-style-type: none"> <li>• meets requirements</li> <li>• revise the assessment outline to ensure that the scheduling of the assessment tasks matches the sequence of delivery in the course outline</li> <li>• revise the course outline and/or the assessment outline to ensure consistency with the naming of each assessment task</li> <li>• revise the course outline and/or the assessment outline to ensure consistency with the timing of each assessment task</li> <li>• revise the course outline and/or the assessment outline to ensure consistency with the language used for each assessment task</li> </ul> |

\*Applies to Years 11 and 12 syllabuses introduced from 2022.



## Preparation for uploading files

Schools are required to upload two separate documents (i.e. a course outline and an assessment outline) for each of the selected courses being delivered at the school.

The files to be uploaded can be either a **Microsoft Word document** or a **PDF**.

Note: the SDA software will not accept files larger than 3 MB.

## File naming conventions

Schools are required to ensure that each file is correctly named according to the following naming convention: **course unit code, underscore, document type, file format**.

Note: the SDA software will not accept a document if an incorrect file name is used.

The examples in the table below include **.pdf**, **.doc** and **.docx**, which are the accepted formats.

| Description of document   | Convention   | Example       |
|---|--|---------------|
| A Word document for a Foundation Year 11 English course outline                           | F (Foundation) E (Year 11) ENG (English) _ (underscore) CO (course outline) .docx (Word document)                              | FEENG_CO.docx |
| A Word document for a Foundation Year 11 English assessment outline                       | F (Foundation) E (Year 11) ENG (English) _ (underscore) AO (assessment outline) .doc (Word document)                           | FEENG_AO.doc  |
| A PDF document for a General Year 11 Modern History course outline                        | G (General) E (Year 11) HIM (Modern History) _ (underscore) CO (course outline) .pdf (PDF document)                            | GEHIM_CO.pdf  |
| A PDF document for a Foundation Year 12 Mathematics assessment outline                    | F (Foundation) T (Year 12) MAT (Mathematics) _ (underscore) AO (assessment outline) .pdf (PDF document)                        | FTMAT_AO.pdf  |
| A Word document for a General Year 12 Materials Design and Technology Wood course outline | G (General) T (Year 12) MDT (Materials Design and Technology) W (Wood) _ (underscore) CO (course outline) .doc (Word document) | GTMDTW_CO.doc |

Note: there are no spaces in the file names.

## Section 2: Upload process

### Logging in to SIRS2

Only one current SIRS2 user for each school can log in to upload files. The school must use its **primary SIRS login** which is p<school code> (e.g. p6789). Note: the primary login does not have a letter after the school code.

### Support

The SDA IT helpdesk is only for SIRS2 login issues and is available between 9.00 am and 4.00 pm on business days. The helpdesk number is (08) 9273 6719. Enquiries regarding document content or format should be directed to the Principal Consultant for the course (see Appendix 1).

### Timelines for uploading files

Files must be uploaded between **9.00 am Tuesday, 28 January 2025 and 4.00 pm Monday, 17 February 2025**. After this period, schools will not be able to upload files.

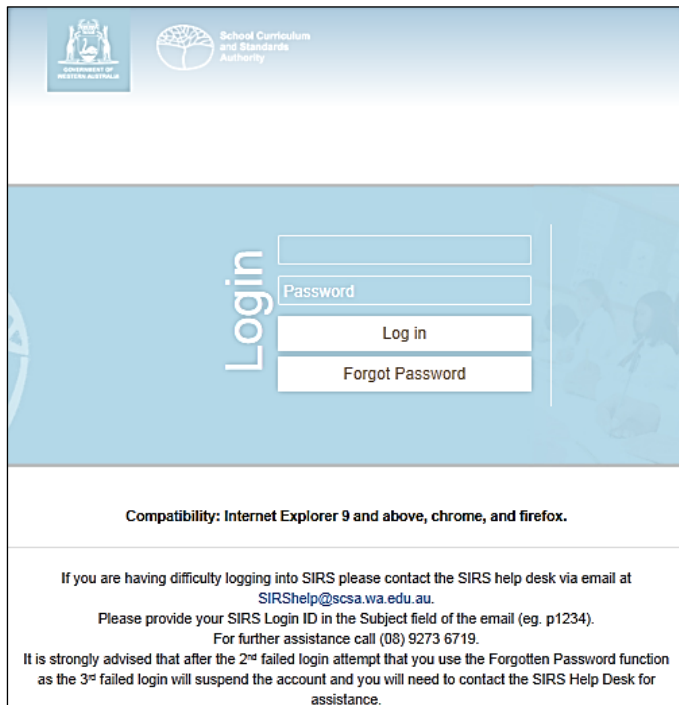
## Checklist for school coordinators

| #  | Activity   | Check                    |
|----|--|--------------------------|
| 1. | <p>Inform all teachers for the selected courses of the following requirements for the SDA 2025 (<i>WACE Manual 2025</i>).</p> <ul style="list-style-type: none"> <li>• The Authority requires a separate course outline and assessment outline for each course.</li> <li>• For each document, ensure that               <ul style="list-style-type: none"> <li>▪ the file name matches the document contents</li> <li>▪ the file is correctly named according to the Authority naming convention</li> <li>▪ the file does not exceed the maximum file size of 3 MB.</li> </ul> </li> <li>• Schools must adhere to the timeline for school upload.</li> </ul> <p>Teachers should be directed to the <i>Syllabus delivery audit 2025 Teacher and Head of Learning Area (HoLA) handbook</i>.</p> <p>Note: if the Authority's sample documents have been used, they must be customised to reflect the school context and the student cohort.</p> | <input type="checkbox"/> |
| 2. | Determine who at the school will be responsible for uploading the files. Ensure that they understand the process and are provided with a copy of the <i>Syllabus delivery audit 2025 School coordinator handbook</i> .   | <input type="checkbox"/> |
| 3. | Confirm the school's primary <b>SIRS login</b> and <b>password</b> and ensure that the person responsible for uploading the files has access to this information.  | <input type="checkbox"/> |
| 4. | Create a folder on the school network to store the course outline and assessment outline files for the SDA 2025.   | <input type="checkbox"/> |
| 5. | Check all files are correctly named according to the required file naming convention.  | <input type="checkbox"/> |
| 6. | Check that two files have been provided for each of the selected courses.  | <input type="checkbox"/> |
| 7. | For ease of uploading, organise the files into alphabetical order.   | <input type="checkbox"/> |
| 8. | Check that no files are larger than 3 MB in size. Reduce the file size if it exceeds 3 MB.   | <input type="checkbox"/> |
| 9. | Complete the upload of files over one or several sessions. Check the SIRS report DOA007 to monitor upload progress.  | <input type="checkbox"/> |
| *  | Amended documents should not be re-uploaded to SIRS2.  | <input type="checkbox"/> |

## Instructions for uploading files to SIRS2

Log in to SIRS2 at <https://sirs2.scsa.wa.edu.au/>. Use the school's **primary** login for SIRS.

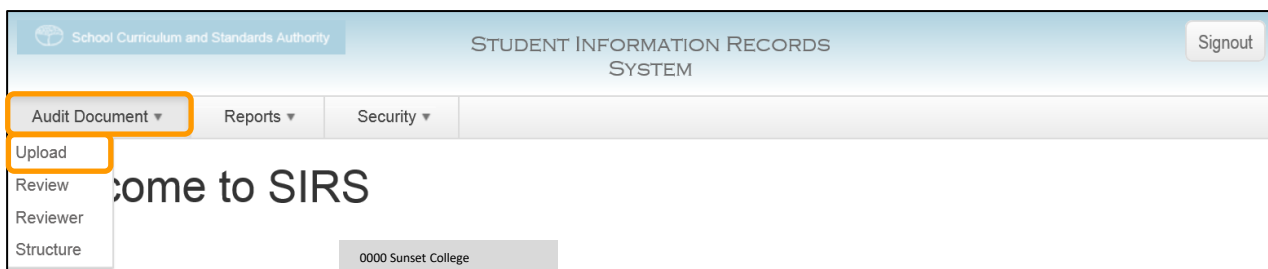
Note: the following screenshots are examples only.



The home page of SIRS2 will appear, with the grey horizontal navigation bar at the top.

In the grey horizontal navigation bar, hover over the **Audit document** tab (see screenshot below). A drop-down menu will appear.

Click on **Upload** (see screenshot below).



A pop-up window welcoming you to the syllabus delivery audit 2025 will appear. This can be hidden by ticking the **Hide this note** checkbox (see screenshot below) or by clicking on the X to close the pop-up window (see screenshot below).

**Note**

Welcome to Syllabus Delivery Audit (SDA) 2025

To comply with the WACE requirements schools are required to upload two separate documents (i.e. a Course Outline and an Assessment Outline) for selected courses\* delivered at the school.

It is suggested that schools gather all of the required files arranged in one folder on the school intranet in readiness for uploading.

Please ensure that each file is correctly named according to the naming convention described in the handbook. The SDA software will not allow any incorrectly named file to be uploaded.

Schools may choose to complete the uploading over several sessions.

\* ATAR/General/Foundation courses selected for a Syllabus Delivery Audit 2025

| Course                                   | Type       | Year Level | Course                               | Type    | Year Level |
|--|------------|------------|--------------------------------------|---------|------------|
| <b>Humanities and Social Sciences</b>    |            |            | <b>Technologies</b>                  |         |            |
| Ancient History                          | ATAR       | 12         | Engineering Studies                  | ATAR    | 12         |
| Modern History                           | ATAR       | 12         |                                      |         |            |
| Aboriginal and Intercultural Studies     | ATAR       | 11         | <b>Science</b>                       |         |            |
| Religion and Life                        | Foundation | 12         | Human Biology                        | General | 12         |
| Agribusiness                             | ATAR       | 12         | Science in Practice                  | General | 12         |
| Career and Employability                 | General    | 11         | Agricultural Science and Technology  | ATAR    | 12         |
| Humanities and Social Sciences in Action | General    | 11         | Physic                               | ATAR    | 11         |
| <b>Languages</b>                         |            |            | <b>The Arts</b>                      |         |            |
| Indonesian Background Language           | ATAR       | 12         | Dance                                | ATAR    | 11         |
| Tamil Background Language                | ATAR       | 12         |                                      |         |            |
| Tamil Second Language                    | ATAR       | 12         | <b>Health and Physical Education</b> |         |            |
| Punjabi Background language              | ATAR       | 12         | Physical Education Studies           | ATAR    | 12         |
| Punjabi Second language                  | ATAR       | 12         |                                      |         |            |

Hide this note

To refer to this pop-up again, click on the **Note** button.

**Note**

**Audit (SDA) 2025**

to upload two separate documents (i.e. a Course Outline and an Assessment Outline) for selected courses\*

anged in one folder on the school intranet in readiness for uploading.

the naming convention described in the handbook. The SDA software will not allow any incorrectly named file

The **Provider Document Upload** screen will now appear.

- The **Year** field will show the current year.
- The **Provider** field will show the school’s name.
- Leave the **Course Level** field blank to access courses.
- Click on the **Search** button (see screenshot below).

Upload the file from the folder (on the school’s network) where you have saved the required SDA files. There are two options for uploading a file.

**Option 1: Drag and drop the file.**

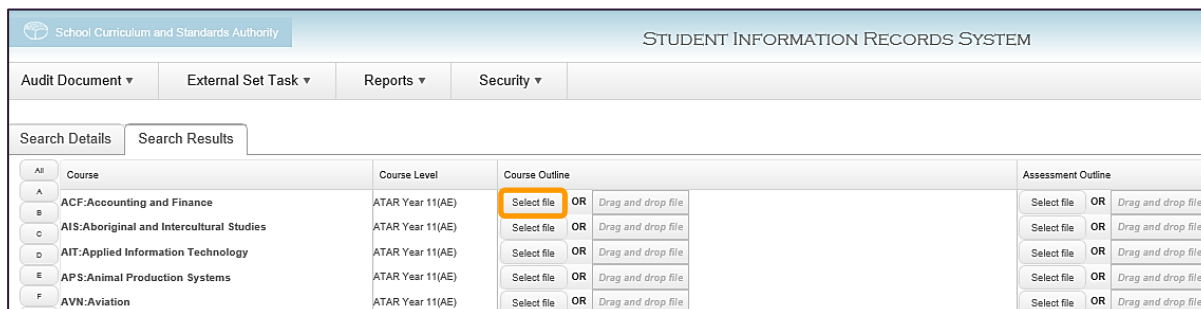
- Open the SDA folder on the school network.
- Click on the alphabetical list on the left side of the SIRS2 screen to find the required course (see screenshot below).
- Drag and drop the file from the SDA folder into the correct location in SIRS2 (see screenshot below).

Note: dragging and dropping the file will only work for Microsoft Internet Explorer 11 and above, Google Chrome or Firefox.

| Course                                   | Course Level     | Course Outline                    | Assessment Outline                |
|--|------------------|-----------------------------------|-----------------------------------|
| A  |                  |                                   |                                   |
| ACF:Accounting and Finance               | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| AIS:Aboriginal and Intercultural Studies | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| AIT:Applied Information Technology       | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| AP:Animal Production Systems             | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| AVN:Aviation                             | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |

## Option 2: Select the file.

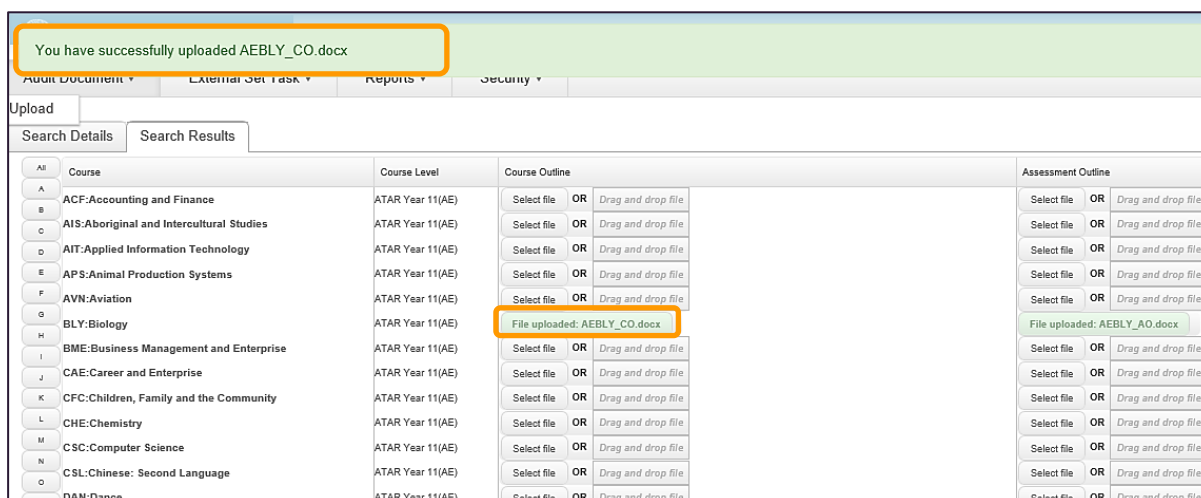
- Click on the **Select file** button next to the course name in SIRS2 (see screenshot below).
- Open the SDA folder on the school network.
- Double click on the required file to upload it.
- The file will appear in the **Upload File** section in SIRS2.



| All | Course                                  | Course Level     | Course Outline                    | Assessment Outline                |
|-----|---|------------------|-----------------------------------|-----------------------------------|
| A   | ACF:Accounting and Finance              | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| B   | ACF:Accounting and Finance              | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| C   | AI:Aboriginal and Intercultural Studies | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| D   | AIT:Applied Information Technology      | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| E   | APS:Animal Production Systems           | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| F   | AVN:Aviation                            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |

## After you have successfully uploaded a file:

- a message in a green banner will appear at the top of the screen (see screenshot below) to confirm that the file has been uploaded to the correct location. This message will fade after five seconds
- the file name will appear in the correct location; for example, the Biology course outline is sitting next to the Biology course in the screenshot below.



| All | Course                                  | Course Level     | Course Outline                    | Assessment Outline                |
|-----|---|------------------|-----------------------------------|-----------------------------------|
| A   | ACF:Accounting and Finance              | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| B   | ACF:Accounting and Finance              | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| C   | AI:Aboriginal and Intercultural Studies | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| D   | AIT:Applied Information Technology      | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| E   | APS:Animal Production Systems           | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| F   | AVN:Aviation                            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| G   | BLY: Biology                            | ATAR Year 11(AE) | File uploaded: AEBLY_CO.docx      | File uploaded: AEBLY_AO.docx      |
| H   | BME:Business Management and Enterprise  | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| I   | CAE:Career and Enterprise               | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| J   | CFC:Children, Family and the Community  | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| K   | CHE:Chemistry                           | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| L   | CHE:Chemistry                           | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| M   | CSC:Computer Science                    | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| N   | CSL:Chinese: Second Language            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| O   | CSL:Chinese: Second Language            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| P   | DAN:Dance                               | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |

If the selected file cannot be uploaded, an alert will appear in a pink banner at the top of the screen (see screenshot on the next page). This may be due to either:

- the file having a name that does not match the required convention
- the file not being uploaded to the correct location. For example, a file with CO (for 'course outline') in the file name cannot be uploaded in the assessment outline section, and a course outline for one course cannot be uploaded to the course outline section for a different course.

File cannot be uploaded. Please check that:

- the file is named correctly AECHE\_CO
- the file name matches the location to which you are attempting to upload CourseOutline

| Search Details |  | Search Results   |                                   |                                   |
|----------------|--|------------------|-----------------------------------|-----------------------------------|
| AI             | Course                                   | Course Level     | Course Outline                    | Assessment Outline                |
| A              | ACF:Accounting and Finance               | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| B              | AIS:Aboriginal and Intercultural Studies | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| C              | AIT:Applied Information Technology       | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| D              | APS:Animal Production Systems            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| E              | AVN:Aviation                             | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| F              | BLY:Biolog                               | ATAR Year 11(AE) | File uploaded: AEBLY_CO.docx      | File uploaded: AEBLY_AO.docx      |
| G              | BME:Business Management and Enterprise   | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| H              | CAE:Career and Enterprise                | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| I              | CFC:Children, Family and the Community   | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| J              | CHE:Chemistry                            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| K              | CSC:Computer Science                     | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| L              | CSL:Chinese: Second Language             | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| M              | DAN:Dance                                | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| N              | DES:Design                               | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| O              | DRA:Drama                                | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| P              | ECO:Economics                            | ATAR Year 11(AE) | Select file OR Drag and drop file | Select file OR Drag and drop file |

If this occurs, close the pink banner and re-upload the correct file, ensuring the file name is correct.

At any time during the upload process, a file upload progress report can be run in SIRS2 to check progress.

The progress report is available under the **Reports** tab on the home page of SIRS2 (pathway: **Reports** > **Other reports** > **DOA007**). The report shows the courses the school is delivering and, for each course, file/s that have been successfully uploaded (see example below).

| DOA007   |  | School Curriculum and Standards Authority |                      | Time 11:11:41        | Date 04/11/15        |                      |
|--|--|---|----------------------|----------------------|----------------------|----------------------|
| Syllabus Delivery Audit - School Overview with Estimated Student |  |   |                      | Page 1 of 3          |                      |                      |
|  | Course   | Est # of Students                         | CO Uploaded Filename | CO Uploaded On       | AO Uploaded Filename | AO Uploaded On       |
| 1178   | GTABL:Aboriginal Languages of Western Australia    |   |                      |                      |                      |                      |
| 1178   | GTACF:Accounting and Finance                       |   |                      |                      |                      |                      |
| 1178   | GTAET:Automotive Engineering and Technology        |   |                      |                      |                      |                      |
| 1178   | GTAIS:Aboriginal and Intercultural Studies         |   |                      |                      |                      |                      |
| 1178   | FTAIT:Applied Information Technology               |   |                      |                      |                      |                      |
| 1178   | GTAIT:Applied Information Technology               |   |                      |                      |                      |                      |
| 1178   | GTAPS:Animal Production Systems                    |   |                      |                      |                      |                      |
| 1178   | GTAVN:Aviation                                     |   |                      |                      |                      |                      |
| 1178   | GTBCN:Building and Construction                    |   |                      |                      |                      |                      |
| 1178   | GTBLY:Biolog                                       |   |                      |                      |                      |                      |
| 1178   | GTBME:Business Management and Enterprise           |   |                      |                      |                      |                      |
| 1178   | FTCAE:Career and Enterprise                        |   |                      |                      |                      |                      |
| 1178   | GTCAE:Career and Enterprise                        |   | GTCAE_CO.doc         | 11/3/2015 4:11:00 PM | GTCAE_AO.doc         | 11/3/2015 4:06:00 PM |
| 1178   | GTFCFC:Children, Family and the Community          |   |                      |                      |                      |                      |
| 1178   | GTCHC:Chemistry                                    |   |                      |                      |                      |                      |
| 1178   | GTCSO:Computer Science                             |   |                      |                      |                      |                      |
| 1178   | GTCSL:Chinese: Second Language                     |   |                      |                      |                      |                      |
| 1178   | GTDES:Design (Dimensional design)                  |   |                      |                      |                      |                      |
| 1178   | GTDES:Design (Graphics)                            |   |                      |                      |                      |                      |
| 1178   | GTDES:Design (Photography)                         |   |                      |                      |                      |                      |
| 1178   | GTDES:Design (Technical graphics)                  |   |                      |                      |                      |                      |
| 1178   | GTDRD:Drama  |   |                      |                      |                      |                      |
| 1178   | GTECO:Economics                                    |   |                      |                      |                      |                      |
| 1178   | FTELD:English as an Additional Language or Dialect |   |                      |                      |                      |                      |

When you have completed the upload process, run the progress report to check all files have been successfully uploaded and then click on the **sign out** button once the uploads have been confirmed.



## Section 3: Post-review

### Information for school coordinators

Trained reviewers, including experienced teachers and Principal Consultants from the Authority, will review the course outline and assessment outline.

Documents will be reviewed from **Thursday, 27 February 2025** to **Tuesday, 4 March 2025**.

Note: schools cannot upload documents during this time.

### Incorrect documents

If the contents of a document do not match the file name, the reviewer will label the document as **Incorrect document** (see screenshot below). Incorrect document notifications can be seen in the SIRS2 upload screen.

An **Incorrect document** may be one of the following:

- a document that has been uploaded for the wrong course
- a course outline in an assessment outline file
- an assessment outline in a course outline file.

Following the review period, schools will be notified when SIRS2 can be accessed. The school coordinator is required to monitor this page and upload and replace incorrect files with the correct ones. Files can be re-uploaded by either dragging and dropping or selecting the file.

The screenshot shows the SIRS2 upload screen with a table of course outlines and assessment outlines. The table has columns for Course, Course Level, Course Outline, and Assessment Outline. The 'Course Outline' column for 'MAE:Mathematics Essential' is highlighted with a red box and labeled 'Incorrect document'.

| All | Course   | Course Level        | Course Outline                    | Assessment Outline                |
|-----|--|---------------------|-----------------------------------|-----------------------------------|
| A   | MAE:Mathematics Essential                          | General Year 11(GE) | Incorrect document<br>Reupload    | Incorrect document<br>Reupload    |
| B   | MDT:Materials Design and Technology - Metal (M)    | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| C   | MDT:Materials Design and Technology - Textiles (T) | General Year 11(GE) | File uploaded: GEMDTT_CO.doc      | Select file OR Drag and drop file |
| D   | MDT:Materials Design and Technology - Wood (W)     | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| E   | MMS:Marine and Maritime Studies                    | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| F   | MPA:Media Production and Analysis                  | General Year 11(GE) | Review completed                  | Review completed                  |
| G   | MUS:Music  | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |

Note: correct documents must be uploaded by **4.00 pm Monday, 10 March 2025**.

## Review completed

When a file has been reviewed, the **Course Outline** and **Assessment Outline** columns for each course will change from **File uploaded** (see screenshot below) to **Review completed** (see screenshot below).

The screenshot shows the 'STUDENT INFORMATION RECORDS' page with a notification: 'You have successfully uploaded GEMDTT\_CO.doc'. Below the navigation tabs, there are two tabs: 'Search Details' and 'Search Results'. The table below lists various courses with their respective statuses in the 'Course Outline' and 'Assessment Outline' columns.

| Course   | Course Level        | Course Outline                    | Assessment Outline                |
|--|---------------------|-----------------------------------|-----------------------------------|
| MAE:Mathematics Essential                          | General Year 11(GE) | Incorrect document<br>Reupload    | Incorrect document<br>Reupload    |
| MDT:Materials Design and Technology - Metal (M)    | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| MDT:Materials Design and Technology - Textiles (T) | General Year 11(GE) | File uploaded: GEMDTT_CO.doc      | Select file OR Drag and drop file |
| MDT:Materials Design and Technology - Wood (W)     | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| MMS:Marine and Maritime Studies                    | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |
| MPA:Media Production and Analysis                  | General Year 11(GE) | Review completed                  | Review completed                  |
| MUS:Music  | General Year 11(GE) | Select file OR Drag and drop file | Select file OR Drag and drop file |

## Reports available

Two reports will be available in SIRS2 for schools after the audit process is completed:

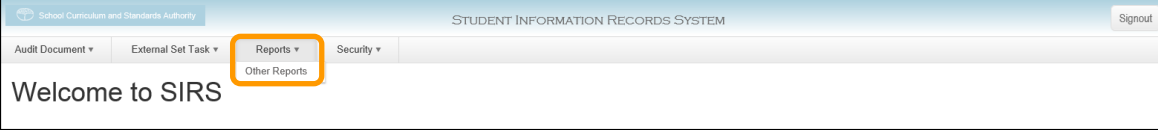
- DOA001 Syllabus Delivery Audit – School Overview
- DOA005 School Report Detailed.

## Instructions for accessing school reports

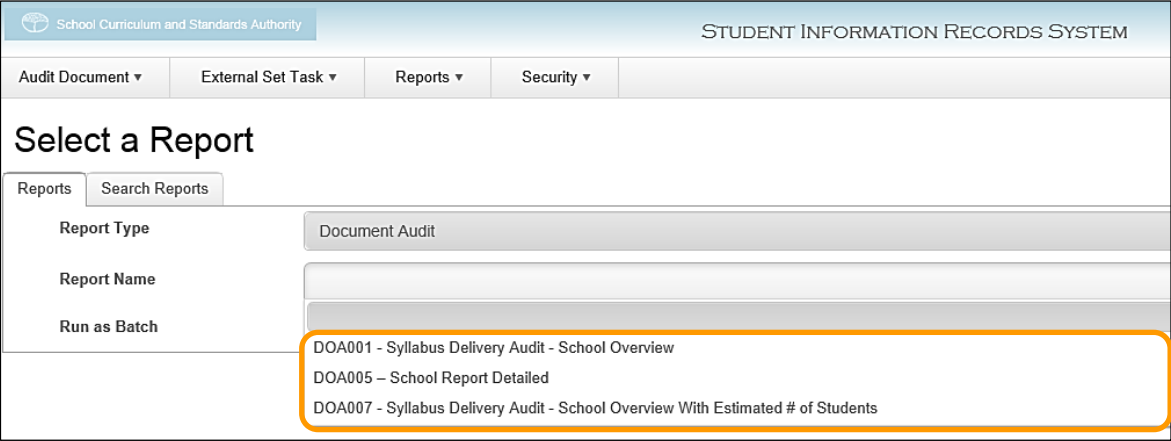
Log in to SIRS2 using the school's **primary** SIRS login at <https://sirs2.scsa.wa.edu.au>.

The screenshot shows the SIRS2 login page. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority. The main content area features a 'Login' section with a text input field for the username, a password input field, a 'Log in' button, and a 'Forgot Password' link. Below the login form, there is a compatibility notice: 'Compatibility: Internet Explorer 9 and above, chrome, and firefox.' At the bottom, there is a help section: 'If you are having difficulty logging into SIRS please contact the SIRS help desk via email at SIRShelp@scsa.wa.edu.au. Please provide your SIRS Login ID in the Subject field of the email (eg. p1234). For further assistance call (08) 9273 6719. It is strongly advised that after the 2nd failed login attempt that you use the Forgotten Password function as the 3rd failed login will suspend the account and you will need to contact the SIRS Help Desk for assistance.'

The home page of SIRS2 will appear, with the grey horizontal navigation bar at the top. Click on the **Reports** tab and then **Other Reports** (see screenshot below).

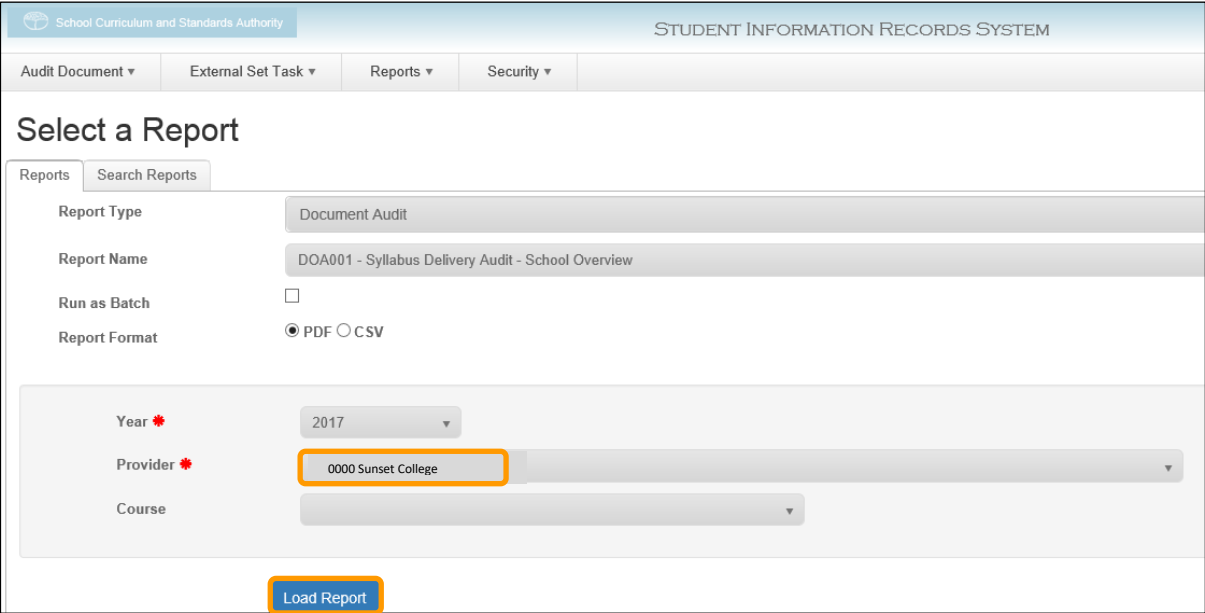


The **Select a Report** fields will appear. The **Report Type** will be **Document Audit**. From the **Report Name** drop-down list, select either DOA001 or DOA005, which provide the reviewers’ feedback following the audit of the documents.



Once the report has been selected, it will appear in the **Report Name** field. The **Provider** field will be pre-populated (see screenshot below).

Click on the **Load Report** button (see screenshot below). You can then **Open** or **Save** the report.



## Understanding school reports

### DOA001 Syllabus Delivery Audit – School Overview

This SIRS2 report shows an overview of the outcomes of the SDA for the selected courses being delivered by the school.

#### Step 1

Review the **Uploaded** column to check whether all documents have been uploaded for the selected courses or if there are any documents missing.

**Action:** upload any missing documents by **4.00 pm Monday, 10 March 2025**.

#### Step 2

Check the **Review Status** column to check that both documents have been reviewed. If both the documents have been reviewed, the **Review Status** will read **Review completed**. If the documents have not been reviewed, the **Review Status** will read **Ready for review** or **In progress**.

#### Step 3

Review the **All Criteria Met** column to determine whether all criteria have been met.

Note: if the document originally loaded into SIRS2 was not the correct document, then **Incorrect document** will appear in this column.

**Action:** contact the teacher of the course to provide and/or correctly name the file identified as an incorrect document. Re-upload the correct document.

#### Step 4

Review the **No. of Criteria Needing Revision** column to determine the number of criteria not met for a particular course (see screenshot below). More detailed information is available in report DOA005.

| Course                                      | Document           | Uploaded | Review Status    | All Criteria Met | No. of Criteria Needing Revision |
|---|--------------------|----------|------------------|------------------|----------------------------------|
| Design (DES) General Year 12                | Assessment outline | Yes      | Review completed | Yes              |                                  |
| Design (DES) General Year 12                | Course outline     | Yes      | Review completed | Yes              |                                  |
| English (ENG) General Year 12               | Assessment outline | Yes      | Review completed | No               | 2                                |
| English (ENG) General Year 12               | Course outline     | Yes      | Review completed | No               | 1                                |
| Mathematics Essential (MAE) General Year 12 | Assessment outline | Yes      | Review completed | No               | 1                                |
| Mathematics Essential (MAE) General Year 12 | Course outline     | Yes      | Review completed | Yes              |                                  |

**Action:** provide teachers with this information and a copy of report DOA005 for their immediate attention.

Note: the amended documents should not be uploaded to SIRS2 but must be made available to the students.

## Summary

| Situation  | Action required by the school   |
|--|---|
| <b>Documents missing</b><br>(No appears in the Uploaded column)  | Upload missing documents.   |
| <b>Incorrect document</b><br>(Incorrect document appears in the All Criteria Met column)   | Contact the teacher to provide and/or correctly name the file identified as an incorrect document. Re-upload the correct document in SIRS2 by <b>Monday, 10 March 2025</b> .<br><br>Note: once the missing/correct document has been uploaded, the status in both reports will change to show <b>Ready for Review</b> . |
| <b>One or more criteria not met for a particular course</b><br>(A number appears in the No. of Criteria Needing Revision column) | Provide teachers with this information and a copy of report DOA005 for their immediate attention.<br><br>Note: amended documents should not be uploaded to SIRS2 but must be made available to the students.  |

### DOA005 – School Report Detailed

This SIRS2 report provides detailed information about each of the courses that have been reviewed during the SDA 2025.

For each course, the result of the audit for both the course outline and the assessment outline is listed with the review criteria in the left-hand column of the table, the options selected by the reviewer in the middle column (see screenshot below) and, if relevant, a feedback comment by the reviewer to assist the teacher to identify the change/s needed in the document in the right-hand column. The options are either **Meets requirements** (meaning that no action is needed) or a statement that details the action/s that need to be taken to meet the Authority's requirements. A statement marked in red indicates major non-compliance and urgent action/s that need to be taken to meet the Authority's requirements. A statement marked in blue indicates the action/s that need to be taken to meet the Authority's requirements.

Where actions are required, these must be addressed as soon as possible, and access to modified/new documents provided to students.

For example:

| The course outline  |   |  |
|---|---|--|
| is based on all the content of the current syllabus                       | Revise the course outline to include all content from the current syllabus      | Please remove the Unit 3 and Unit 4 marketing content as it is no longer in the current syllabus. As well, ensure that the Skills content is included in the course outline. See the sample course outline for how this might be done. |
|   | Revise the course outline to remove content that is not in the current syllabus | Please remove the Unit 3 and Unit 4 marketing content as it is no longer in the current syllabus. As well, ensure that the Skills content is included in the course outline. See the sample course outline for how this might be done. |
| provides an appropriate timing for the delivery of the syllabus content   | Meets requirements  |  |
| provides an appropriate sequence for the delivery of the syllabus content | Meets requirements  |  |

| The assessment outline   |   |   |
|--|---|---|
| uses the assessment types specified in the syllabus  | Revise the assessment outline using the assessment types specified in the assessment table of the current syllabus    | Ensure that the Science inquiry task 4 matches the description for this task type as provided in the syllabus.  |
| uses assessment type weightings which conform to the assessment table in the syllabus                                  | Meets requirements  |   |
| includes an appropriate number of tasks  | Meets requirements  |   |
| provides a representative sampling of the syllabus content   | Revise the assessment outline to provide a representative sampling of the syllabus content                            | Consider reducing Unit 3 assessment and increasing Unit 4 assessment to achieve a more equitable allocation of marks across the two units.  |
| Includes a general description of the nature of the task and a brief description of the syllabus content for each task | Revise the assessment outline to include a description of the nature of each task                                     | For tasks 2 and 6 please provide a brief description that informs students of the nature of the task. For example, for task 2 'students are required to conduct research to develop a water management plan to improve water quality and availability and to explain how it will improve sustainability of the agricultural production system'. |
| indicates appropriate timing of the assessment tasks   | Meets requirements  |   |
| is consistent with the course outline  | Revise the course outline and/or the assessment outline to ensure consistency with the timing of each assessment task | Task 4 is scheduled for Term 2 Week 2 in the CO but Term 2 Week 4 in the AO. Please reconcile this difference.  |

**Action:** provide the HoLA/teacher with a copy of report DOA005 for their immediate attention. Direct them to Section 4: Actioning reports.

Note: the amended documents should not be uploaded to SIRS2 but must be made available to students.

## Section 4: Actioning reports

The school coordinator will provide a copy of the report DOA005 – School Report Detailed for the relevant course to the teacher/HoLA.

Where actions are required, these must be addressed as soon as possible, and access to modified/new documents provided to students.

Teachers should discuss the report with the relevant HoLA and review the documents against the report provided by the school coordinator.

Note: if the teacher is unable to identify the required action from the report DOA005, contact with the Authority’s Principal Consultant for the course should only be made by the HoLA (see Appendix 1).

The table below provides explanatory notes for each of the options indicated in the detailed school report. Use the table to inform amendments to the documents.

### Course outline

| Options   | Explanatory notes   |
|---|---|
| <ul style="list-style-type: none"> <li>revise the course outline using the current syllabus</li> <li>revise the course outline to remove content that is not in the current syllabus</li> <li>revise the course outline to include all content from the current syllabus</li> </ul> | <p>Check the course page on the Authority website to ensure that you:</p> <ul style="list-style-type: none"> <li>are using the current syllabus</li> <li>have included all topics in the syllabus content</li> <li>have included all strands from the syllabus</li> <li>have not included content from a superseded course</li> <li>have not included content from a textbook that is not in the syllabus.</li> </ul> |
| <ul style="list-style-type: none"> <li>revise the course outline to provide an appropriate timing of delivery of the syllabus content</li> </ul>  | <p>Check the course outline to ensure that:</p> <ul style="list-style-type: none"> <li>there is not too much/too little time spent on a particular section of the course.</li> </ul>  |
| <ul style="list-style-type: none"> <li>revise the course outline to provide an appropriate sequence of delivery of the syllabus content</li> </ul>  | <p>Check the course outline to ensure that:</p> <ul style="list-style-type: none"> <li>content is not taught out of sequence</li> <li>the relevant content is taught before the assessments are administered</li> <li>if the Authority sample has been used, it is customised to reflect the school context and the student cohort.</li> </ul>  |

## Assessment outline

Refer to the assessment pages of the syllabus, including the assessment table and information below the table, to check for errors in the assessment outline.

| Options   | Explanatory notes   |
|---|---|
| <ul style="list-style-type: none"> <li>revise the assessment outline using the assessment types specified in the assessment table of the current syllabus</li> </ul>  | Ensure that: <ul style="list-style-type: none"> <li>all assessment types are included</li> <li>assessment types match those in the syllabus</li> <li>assessment types have not been combined</li> <li>the correct title for each assessment type is used</li> <li>the task/s reflect the description of the assessment type in the syllabus.</li> </ul>   |
| <ul style="list-style-type: none"> <li>revise the assessment outline to meet the assessment type weightings specified in the assessment table of the current syllabus</li> <li>revise the assessment outline to ensure assessment task weightings add up to the assessment type weighting in the current syllabus</li> <li>revise the assessment outline to ensure assessment type weightings add up to 100</li> <li>revise the assessment outline to ensure assessment task weightings add up to 100</li> <li>revise the assessment outline to ensure all assessment task weightings are a minimum of 5%*</li> </ul> | Ensure that: <ul style="list-style-type: none"> <li>assessment task weightings are included</li> <li>assessment type weightings are included</li> <li>assessment type and task weightings match the assessment table in the syllabus</li> <li>assessment type and assessment task weightings add up to 100.</li> </ul>  |
| <ul style="list-style-type: none"> <li>revise the assessment outline to ensure that the number of assessment tasks of each type meets the requirement of the current syllabus</li> <li>decrease the number of assessment tasks to avoid over-assessment</li> <li>revise the assessment outline to ensure that the total number of assessment tasks is no greater than eight*</li> </ul>   | Ensure that: <ul style="list-style-type: none"> <li>each assessment type is assessed at least once over the year/pair of units or as specified in the syllabus</li> <li>for English, a speaking/listening assessment is included at least once for the pair of units (or once for a single unit where only one is being studied)</li> <li>special requirements for specific courses have been met</li> <li>exercise completion is not included as an assessment task</li> <li>multiple tasks/types are not covered in one assessment task.</li> </ul> |
| <ul style="list-style-type: none"> <li>revise the assessment outline to provide a representative sampling of the syllabus content</li> <li>revise the assessment outline to remove assessment of content that is not in the current syllabus</li> </ul>   | Ensure that: <ul style="list-style-type: none"> <li>multiple assessment tasks do not assess the same content</li> <li>all content areas are assessed</li> <li>all content assessed is in the syllabus</li> <li>syllabus content is listed (text references are not used to describe content).</li> </ul>  |
| <ul style="list-style-type: none"> <li>revise the assessment outline to include a description of the syllabus content for each task</li> <li>revise the assessment outline to include a description of the nature of each task</li> </ul>   | Ensure that: <ul style="list-style-type: none"> <li>syllabus content is indicated in task descriptions.</li> </ul>  |
| <ul style="list-style-type: none"> <li>revise the assessment outline to include the timing of each assessment task (i.e. the week</li> </ul>  | Ensure that: <ul style="list-style-type: none"> <li>timing for all assessments is included</li> </ul>   |



| Options   | Explanatory notes   |
|---|---|
| the task will be conducted or the start and submission date of a task)  | <ul style="list-style-type: none"> <li>semester/term and week are specifically indicated in the assessment outline.</li> </ul>  |
| <ul style="list-style-type: none"> <li>revise the assessment outline to ensure that the scheduling of the assessment tasks matches the content delivery in the course outline</li> <li>revise the course outline and/or the assessment outline to ensure consistency with the naming of each assessment task</li> <li>revise the course outline and/or the assessment outline to ensure consistency with the timing of each assessment task</li> <li>revise the course outline and/or the assessment outline to ensure consistency with the language used for each assessment task</li> </ul> | <p>Ensure that:</p> <ul style="list-style-type: none"> <li>timing for all assessments is included</li> <li>semester/term and week are specifically indicated in the assessment outline</li> <li>assessment tasks are administered after the relevant content has been taught</li> <li>task numbers, titles or content do not differ</li> <li>timing of assessments does not differ</li> <li>task weightings do not differ.</li> </ul> |

\*Applies to Years 11 and 12 syllabuses introduced from 2022

## Summary

| Situation   | Action required by the school  |
|---|--|
| <b>Meets requirements</b>   | Nil  |
| <p><b>One or more criteria are not met for a particular course</b></p> <p>The actions required are listed next to each criterion that has not been met.</p> | <ul style="list-style-type: none"> <li>Oversee the required amendments to the document or, in some cases, create a new document.</li> <li>Provide the students with access to the amended document.</li> <li>Explain to the students that amendments have been made to the previous document.</li> </ul> |

## Appendix 1: Principal Consultant contacts

### ARTS

| Course             | Principal Consultant | Phone     | Email  |
|--------------------|----------------------|-----------|--|
| Year 11 Dance ATAR | Max Leech            | 9273 6740 | <a href="mailto:Max.Leech@scsa.wa.edu.au">Max.Leech@scsa.wa.edu.au</a> |

### HEALTH AND PHYSICAL EDUCATION

| Course                                  | Principal Consultant | Phone      | Email  |
|---|----------------------|------------|--|
| Year 12 Physical Education Studies ATAR | Dino Manalis         | 9273 67356 | <a href="mailto:Dino.Manalis@scsa.wa.edu.au">Dino.Manalis@scsa.wa.edu.au</a> |

### HUMANITIES AND SOCIAL SCIENCES

| Course   | Principal Consultant | Phone     | Email  |
|--|----------------------|-----------|--|
| Year 12 Agribusiness ATAR                                | Christopher Doohan   | 9273 6766 | <a href="mailto:Christopher.Doohan@scsa.wa.edu.au">Christopher.Doohan@scsa.wa.edu.au</a> |
| Year 12 Ancient History ATAR                             | Annette Moon         | 9273 6789 | <a href="mailto:Annette.Moon@scsa.wa.edu.au">Annette.Moon@scsa.wa.edu.au</a>             |
| Year 12 Modern History ATAR                              | Crystal Wieringa     | 9273 6778 | <a href="mailto:Crystal.Wieringa@scsa.wa.edu.au">Crystal.Wieringa@scsa.wa.edu.au</a>     |
| Year 11 Careers and Employability General                | Frances van Oyen     | 9273 6359 | <a href="mailto:Frances.VanOyen@scsa.wa.edu.au">Frances.VanOyen@scsa.wa.edu.au</a>       |
| Year 12 Religion and Life Foundation                     | David Byrne          | 9273 6711 | <a href="mailto:David.Byrne@scsa.wa.edu.au">David.Byrne@scsa.wa.edu.au</a>               |
| Year 11 Aboriginal and Intercultural Studies ATAR        | Carolyn Fleischer    | 9273 6735 | <a href="mailto:Carolyn.Fleischer@scsa.wa.edu.au">Carolyn.Fleischer@scsa.wa.edu.au</a>   |
| Year 11 Humanities and Social Sciences in Action General | Meredith Beaton      | 9273 6779 | <a href="mailto:Meredith.Beaton@scsa.wa.edu.au">Meredith.Beaton@scsa.wa.edu.au</a>       |

### LANGUAGES

| Course                                       | Principal Consultant | Phone     | Email  |
|--|----------------------|-----------|--|
| Year 12 Indonesian: Background Language ATAR | Lisa Djanegara       | 9273 6382 | <a href="mailto:Lisa.Djanegara@scsa.wa.edu.au">Lisa.Djanegara@scsa.wa.edu.au</a> |
| Year 12 Punjabi: Background Language ATAR    | Harpreet Kaur        | 9442 9434 | <a href="mailto:Harpreet.Kaur@scsa.wa.edu.au">Harpreet.Kaur@scsa.wa.edu.au</a>   |
| Year 12 Punjabi: Second Language ATAR        | Harpreet Kaur        | 9442 9434 | <a href="mailto:Harpreet.Kaur@scsa.wa.edu.au">Harpreet.Kaur@scsa.wa.edu.au</a>   |
| Year 12 Tamil: Background Language ATAR      | Harpreet Kaur        | 9442 9434 | <a href="mailto:Harpreet.Kaur@scsa.wa.edu.au">Harpreet.Kaur@scsa.wa.edu.au</a>   |
| Year 12 Tamil: Second Language ATAR          | Harpreet Kaur        | 9442 9434 | <a href="mailto:Harpreet.Kaur@scsa.wa.edu.au">Harpreet.Kaur@scsa.wa.edu.au</a>   |

### SCIENCE

| Course   | Principal Consultant | Phone     | Email  |
|--|----------------------|-----------|--|
| Year 12 Agricultural Science and Technology ATAR | Allan Knight         | 9273 6792 | <a href="mailto:Allan.Knight@scsa.wa.edu.au">Allan.Knight@scsa.wa.edu.au</a> |
| Year 12 Human Biology General                    | Julie Weber          | 9273 6381 | <a href="mailto:Julie.Weber@scsa.wa.edu.au">Julie.Weber@scsa.wa.edu.au</a>   |
| Year 12 Science in Practice General              | Julie Weber          | 9273 6381 | <a href="mailto:Julie.Weber@scsa.wa.edu.au">Julie.Weber@scsa.wa.edu.au</a>   |

### TECHNOLOGIES

| Course                           | Principal Consultant | Phone     | Email  |
|----------------------------------|----------------------|-----------|--|
| Year 12 Engineering Studies ATAR | Ian Wilson           | 9273 6380 | <a href="mailto:Ian.Wilson@scsa.wa.edu.au">Ian.Wilson@scsa.wa.edu.au</a> |