School checklist for online WACE language applications

Use this checklist to prepare students and school staff for the online WACE language enrolment application process If you have any questions, email languagesenrolment@scsa.wa.edu.au.

1 Logging in to the student portal

Students complete their WACE language course enrolment application by logging in to the student portal (https://studentportal.scsa.wa.edu.au).

The School Curriculum and Standards Authority (the Authority) adds all students in Years 10, 11 and 12 so that they can complete their online application.

2 Student submission

The student checklist will help students prepare for their online application. Encourage students to save their supporting documents to their computer or mobile device before they start. Students can complete their online application either at home or at school. The Authority recommends that students complete their applications as a group in the classroom, or computer lab, so that the language teacher can help them and answer any questions.

3 School support officer documentation

The school support officer will upload the three school documents for each student's online application in the SRMS portal (https://srms.scsa.wa.edu.au).

Note: this is not required for students planning to enrol in the Australian Tertiary Admission Rank (ATAR) examination as a non-school candidate in Year 12.

To speed up the document upload step, the school support officer should prepare the **school enrolment form**, **Year 10 Semester 1 school report** and the **Ministerial Council on Education, Employment, Training and Youth Affairs** (**MCEETYA**) **data collection form** for each student in desktop folders. Photograph or scan the documents and save them as **.pdf**, **.jpg**, **.jpeg** or **.png** files (**maximum size of 4MB for each file**). **Word** documents will **not** be accepted.

4 Teacher and school endorsement

The student's language teacher will endorse each student's application in the SRMS portal (https://srms.scsa.wa.edu.au).

All applications require a teacher declaration to be completed by the school. If the language for which a student is applying is not taught at the school, any teacher at the school who is assigned to the role of Language endorser – teacher can complete the declaration.

When the teacher has endorsed a student's application, a representative of the school (principal or deputy principal) must endorse each application on behalf of the school. When Steps 2–4 have been completed, the application will proceed to the Authority for processing.

5 Authority determination

The Authority will determine a student's WACE language course enrolment status. Students will see this WACE language course determination in the student portal, and it will update to the Student Information Records System (SIRS).

Student checklist for online WACE language applications

Use this checklist to help students get everything ready before they start their online application. If they have any questions, they can ask their parent/s or guardian/s, their language teacher, or they can email languagesenrolment@scsa.wa.edu.au.

1 **Logging in to the student portal**

To log in to the student portal, students will need their **WA student number**, which is on their school report/s. It may also be on their SmartRider. They will need **a personal email address** and must be able to access their personal email account when they complete their application.

2 **Educational information**

Make sure students have:

❑ details of the schools they attended for each school year from Pre-primary:
- name of the school
- main language used for instruction at the school
- language/s studied
- hours of language study per week

❑ school report/s for years where they attended school/s outside Australia

3 **Residential information**

Students will need to provide the following details:

❑ countries they have lived in
❑ countries they have visited
❑ reason/s for in-country visit/s
❑ length of in-country visit/s

4 **Linguistic background**

Students will need to provide the following details:

❑ the first language/s they learned to speak
❑ other language/s they can speak, read and write
❑ the language/s they speak with their parent/s or guardian/s and with their siblings and friends

5 **Supporting documents**

Students will need to photograph or scan the following documents:

❑ completed parent/guardian acknowledgement form – mandatory
❑ passport identification page – if you were born in another country or have lived outside Australia
❑ school report/s – if you have attended school/s outside Australia
❑ international movement record/s – if you have lived in or travelled to a country where the language for which you are applying is spoken

Students should save their supporting documents to their computer or mobile device as **.pdf**, **.jpg**, **.jpeg** or **.png** files (**maximum size of 4MB each**). They will not be able to upload **Word** documents.