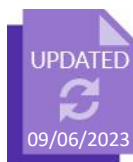




**School Curriculum
and Standards
Authority**

Student portal

Student guide for online applications
for WACE language courses



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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School Curriculum and Standards Authority

Street address: 303 Sevenoaks Street CANNINGTON WA 6107

Postal address: PO Box 816 CANNINGTON WA 6987

Phone: (08) 9273 6300

General email: info@scsa.wa.edu.au

Web: www.scsa.wa.edu.au

2019/26392v4

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Contents

Introduction.....	1
Enrolment criteria	1
Five steps to apply online for a WACE language course	1
Checklist	2
Step 1: Log in to the student portal	3
Set up your personal email address.....	4
Set up your new password.....	5
Complete your Student Declaration and Permission.....	5
Returning to the student portal.....	6
Step 2: Start your WACE language course application	7
Your details	7
Language application	9
Educational information	10
Residential information	13
Linguistic background	17
Step 3: Upload your supporting documents	20
Supporting documents.....	20
Step 4: Submit your WACE language course application	21
Amend your WACE language course application.....	22
Step 5: Check the student portal for your WACE language course application status	24
Appeal process	25

Introduction

To enrol in a Western Australian Certificate of Education (WACE) language course, you are required to submit an online application for permission to enrol to the School Curriculum and Standards Authority (the Authority).

Information about the application process for permission to enrol in a WACE language course is available on the Languages page of the [Authority website \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages).

This user guide shows you how to submit an application via the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

You must submit your online application to the Authority, with the required supporting documentation, by the deadline, which is published on the Authority website and in the *Activities Schedule*.

Students complete their online application when they are in Year 10, or Year 9 accelerated language students. A student's enrolment status is determined by the Authority on a case-by-case basis.

Enrolment criteria

The information you provide in this application will be assessed against three criteria:

- Education
- Residency and/or time spent in-country
- Use of the language for communication outside the language classroom.

Five steps to apply online for a WACE language course

As outlined in this guide, there are five steps to follow to apply for permission to enrol in a WACE language course:

Step 1: Log in to the student portal

Step 2: Start your WACE language course application

Step 3: Upload your supporting documents

Step 4: Submit your WACE language course application

Step 5: Check the student portal for the status of your WACE language course application

Checklist

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

1

Logging in to the student portal

To log in to the student portal, you will need your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider. You will need a **personal email address** and you must be able to access your personal email account when you complete your online application.

2

Educational information

Make sure you have:

- ☐ details of the schools you 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 you attended school/s outside Australia

3

Residential information

You will need to provide the following details:

- ☐ countries you have lived in
- ☐ countries you have visited
- ☐ reason/s for in-country visit/s
- ☐ length of in-country visit/s

4

Linguistic background

You will need to provide the following details:

- ☐ the first language/s you learned to speak
- ☐ other language/s you can speak, read and write
- ☐ the language/s you speak with your parent/s or guardian/s and with your siblings and friends

5

Supporting documents

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

Save the supporting documents to your computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. Word documents will **not** be accepted.

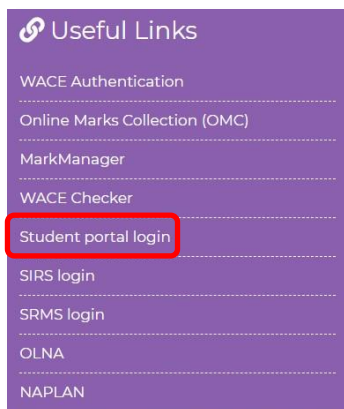
This page has been left blank intentionally.



Step 1: Log in to the student portal

Log in to the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

You will find this link on the home page of the [Authority website \(https://scsa.wa.edu.au/\)](https://scsa.wa.edu.au/). Click on the **Student portal login** link in the purple **Useful Links** panel (highlighted below).



Enter your **WA student number**, which is on your school report/s. It may also be on your SmartRider.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyyy**:

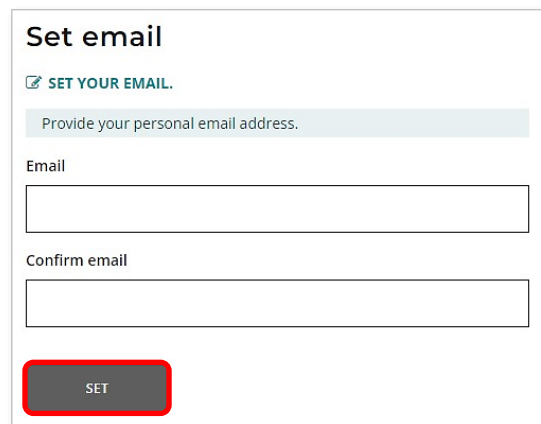
- **Nn** = the first two letters of your family name: the first as a capital letter (A–Z) and the second as a lower case letter (a–z), excluding any punctuation or spaces
- **ddmmyyyy** = your date of birth in day month year format.

Tick the check box (highlighted below) to show that you have read and understand the terms of use and click on the **Login** button (highlighted below) to enter the student portal.


Set up your personal email address

Enter your personal email address, then re-enter it to confirm it. Click on the **Set** button (highlighted below).

Note: use your personal email address so that you can receive emails after you have left school and your school email address has expired.



Set email

 **SET YOUR EMAIL.**

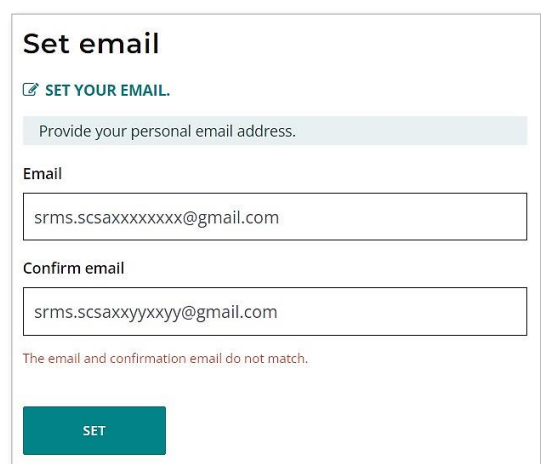
Provide your personal email address.

Email


Confirm email

SET

You will see an error message if your email and confirmation email do not match.



Set email

 **SET YOUR EMAIL.**

Provide your personal email address.

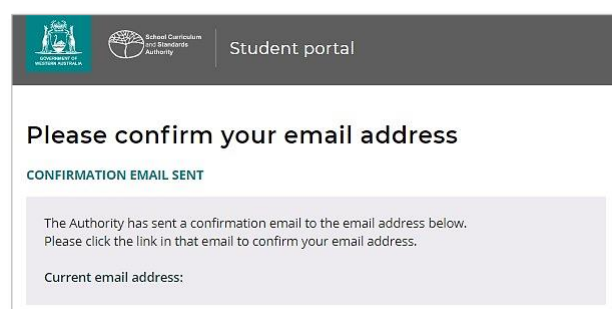
Email



Confirm email

The email and confirmation email do not match.

SET

A confirmation email will be sent to this email address.



  Student portal

Please confirm your email address

CONFIRMATION EMAIL SENT

The Authority has sent a confirmation email to the email address below. Please click the link in that email to confirm your email address.

Current email address:

Go to your personal email account and click on the link in the email to confirm your email address and complete your registration. If you cannot log in to your personal email account, contact your school or the Authority's Help Desk at wacehelp@scsa.wa.edu.au.

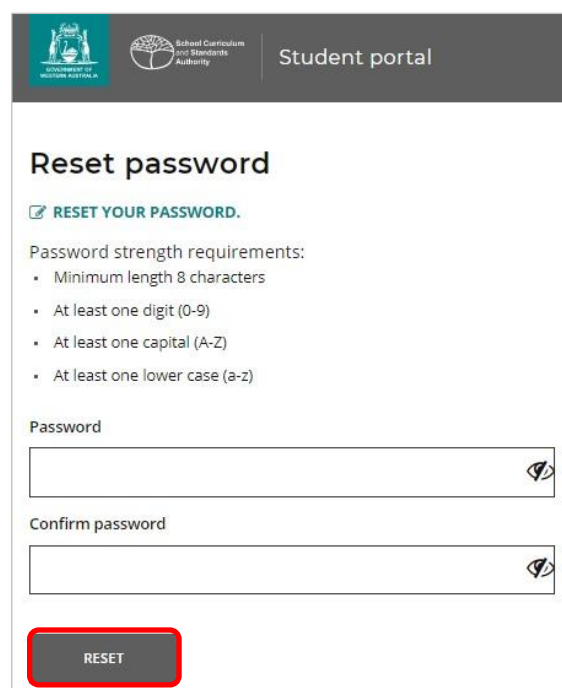
Set up your new password

When you have confirmed your email address, you will be asked to reset your password.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower case letter (a–z). Choose a new password that is easy to remember and keep it in a secure place.

Re-enter your new password to confirm it.

Click on the **Reset** button (highlighted below) to reset your new password.



Reset password

☒ **RESET YOUR PASSWORD.**

Password strength requirements:

- Minimum length 8 characters
- At least one digit (0-9)
- At least one capital (A-Z)
- At least one lower case (a-z)

Password

Confirm password

RESET

Complete your Student Declaration and Permission

If you are in Year 12, or in Year 10 or Year 11 and enrolled in an Australian Tertiary Admission Rank (ATAR) course, you will be taken to the **Student Declaration and Permission** page, which includes information about compliance with the WACE requirements and rules as set out in the *Year 12 Information Handbook* and your awareness of the restrictions on permission to enrol in a WACE language course.

Note: if you are in **Year 10 or Year 11** and **not ATAR enrolled**, you do not need to complete the Student Declaration and Permission in the next section. Go to Step 2: Start your WACE language course application.

Tick the check box (highlighted below) to confirm that you have read and understand the information, then click on the **Submit** button (highlighted below).

☐ I declare that I have read and understand the information above

▲

 This Student Declaration and Permission needs to be completed by xx/xx/xxxx

LOGOUT

SUBMIT

The Authority also asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on either **Yes** or **No** (highlighted below) for **each statement**.

When you have responded to each statement, click on the **Submit** button (highlighted below) to enter the student portal.

Student to complete
Please click on the appropriate response to indicate your answer. You must answer each question.

I give permission for

(a) my name to be published in the media should I win a School Curriculum and Standards Authority award.

YES

NO

(b) the Authority to use my school work produced during 2023. (no names used)

YES

NO

(c) the Authority to use my ATAR written and practical examination responses. (no names used)

YES

NO

I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over.

YES

NO

▲

 Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

LOGOUT

SUBMIT

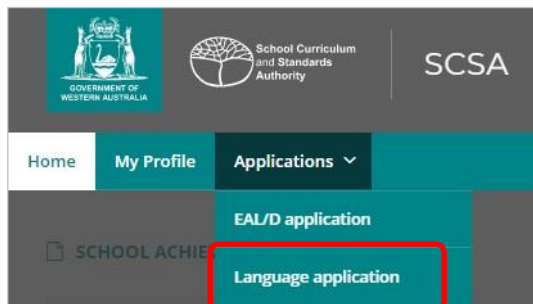
Returning to the student portal

The next time you log in to the student portal, you will only need to enter your **WA student number** and your **new password** in the login panel.



Step 2: Start your WACE language course application

To start your WACE language course application, select **Language application** from the **Applications** drop-down list in the green horizontal navigation bar (highlighted below).



Your details

The personal details you will see cannot be changed as they have been provided by your school to the Authority. If there are any errors, you must contact your school.

Select the language for which you are applying from the drop-down list (highlighted below). All 10 WACE languages are shown in the screenshot below.

Note: if you are applying for more than one language, you will need to complete a separate application for each language.

Click on the **Start language application** button (highlighted below) to get started.

YOUR DETAILS
Check your details below. If there are any errors, contact your school.

WA student number	
School	
School code	
First given name	
Second given name	
Family name	
Date of birth	
Year 12 enrolment	
Student country	

Punjabi
Tamil
Korean
Hindi
Japanese
Italian
Indonesian
German
French
Chinese

Select

START LANGUAGE APPLICATION

Notes for completing your application

Each time you click on the **Next** or **Back** buttons (both highlighted below), your application will be saved automatically.

BACK

⚠ Application will be saved when navigating

NEXT

You can stop at any time and resume your application later (highlighted below).

If you decide not to proceed with your application for any reason, click on the **Cancel** button (highlighted below) before you submit it in Step 4. After you have submitted your application, you will not be able to cancel it.

⚠ The final date to submit your online application for permission to enrol in a WACE Language course is Friday, 26 August 2022.
For more information about this enrolment process, click [here](#).

RESUME INDONESIAN APPLICATION

✓ Your application is saved

CANCEL

🖨 PRINT APPLICATION

Enrolment criteria

2 EDUCATIONAL INFORMATION	
Education	
Second Language	Less than one (1) year* in total of formal education (from Pre-primary) in schools where the language is a language of instruction.
Background Language	One (1) to five (5) years* in total of formal education (from Pre-primary) in schools where the language is a language of instruction.
First Language	More than five (5) years* in total of formal education (from Pre-primary) in schools where the language is a language of instruction.

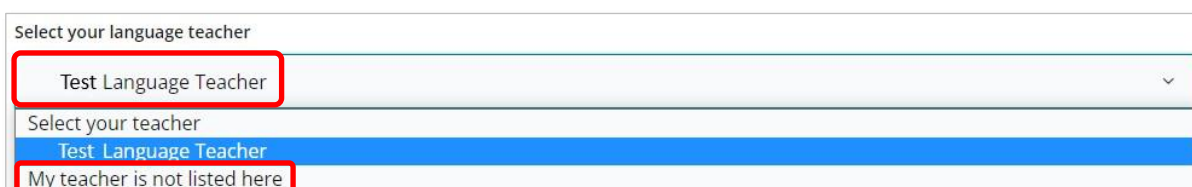
3 RESIDENTIAL INFORMATION	
Residency and/or time spent in-country	
Second Language	Less than two (2) years* in total of residency and time spent in a country where the language is a medium of communication.
Background Language	Two (2) to five (5) years* in total of residency and time spent in a country where the language is a medium of communication.
First Language	More than five (5) years* in total of residency and time spent in a country where the language is a medium of communication.

4 LINGUISTIC BACKGROUND	
Use of the language for communication outside the language classroom	
Second Language	Use of the language for communication outside the language classroom with a speaker/s of the language is not permitted.
Background Language	Use of the language for communication outside the language classroom with a speaker/s of the language is permitted.
First Language	Use of the language for communication outside the language classroom with a speaker/s of the language is permitted.

Language application

Select your language teacher's name from the **Select your language teacher** drop-down list (highlighted below).

If you do not see your teacher's name, choose **My teacher is not listed here** (highlighted below).



Select your language teacher

Test Language Teacher

Select your teacher

Test Language Teacher

My teacher is not listed here

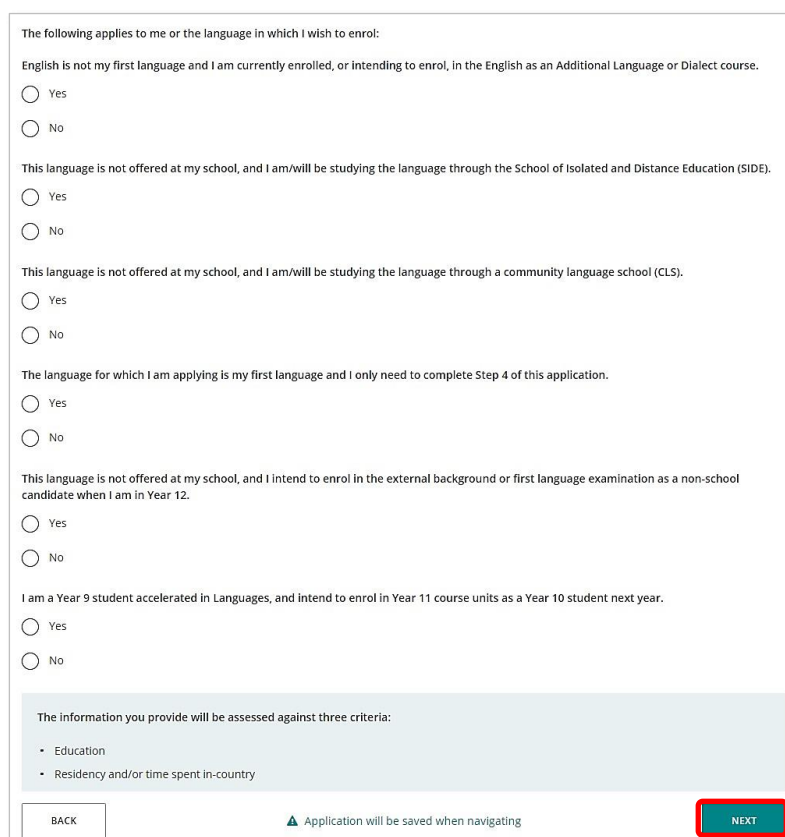
Select **Yes** or **No** to the six statements about your application.

Click on the **Next** button (highlighted below) to take you to the next section. If you do not complete all the required information on this page, you will not be able to proceed.

If you select **Yes** to the statement **The language for which I am applying is my first language**, you will only be able to enrol in a first language course.

You will see the first language warning below. Select **Close** (highlighted below) to return to the statements where you can change your response to this question, if needed.

If you select that you are a first language speaker, you will go directly to Step 4: Submit your WACE language course application.



The following applies to me or the language in which I wish to enrol:

English is not my first language and I am currently enrolled, or intending to enrol, in the English as an Additional Language or Dialect course.

☐ Yes

☐ No

This language is not offered at my school, and I am/will be studying the language through the School of Isolated and Distance Education (SIDE).

☐ Yes

☐ No

This language is not offered at my school, and I am/will be studying the language through a community language school (CLS).

☐ Yes

☐ No

The language for which I am applying is my first language and I only need to complete Step 4 of this application.

☐ Yes

☐ No

This language is not offered at my school, and I intend to enrol in the external background or first language examination as a non-school candidate when I am in Year 12.

☐ Yes

☐ No

I am a Year 9 student accelerated in Languages, and intend to enrol in Year 11 course units as a Year 10 student next year.

☐ Yes

☐ No

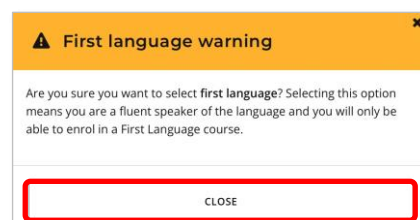
The information you provide will be assessed against three criteria:

- Education
- Residency and/or time spent in-country

BACK

Application will be saved when navigating

NEXT



First language warning

Are you sure you want to select first language? Selecting this option means you are a fluent speaker of the language and you will only be able to enrol in a First Language course.

CLOSE

Educational information

Education criterion

Provide information about all the schools that you have attended in Australia and/or outside Australia, including Pre-primary (or equivalent), primary and secondary. You do not need to include information about education before Pre-primary.

Click on the **Add** button (highlighted below) next to a calendar year.

* In the education criterion, the reference to a 'year' is an academic or school year.

	Calendar year	Academic year	Official name of school/s you attended with dates	Main language used for instruction at the school	Language/s studied	Hours per week
+ ADD	2022					
+ ADD	2021					
+ ADD	2020					

A school details box will appear. Select **Yes** or **No** to the question about school attendance in that calendar year. If you select **Yes**, you must provide information in all the fields: academic year, school name, language/s used for instruction/teaching, language/s studied, and the hours per week that you studied each language.

Note: dates are only required if you attended more than one school in a calendar year.

Click on the **Add** button (highlighted below) to save these details for that calendar year. Continue the process until all calendar years are completed.

School details for 2022 ✕

Did you attend school in 2022?

☒ Yes

☐ No

Academic year, e.g. Year 12

Select ▼

Official name of school/s you attended with dates (max 200 characters)

Main language used for instruction at the school

Languages studied

Hours per week

CANCEL ADD

If you went to different schools in a calendar year, include the name of the school/s and dates you attended at each school. You can type up to 200 characters and use brackets, dashes and commas to provide details about the schools you attended.

If you were home schooled in a calendar year, type home schooling as the name of the school.

Select the language used for instruction/teaching in the classroom from the drop-down list. You may type in an additional language/s if more than one language was used for instruction/teaching in the classroom.

Type the language/s that you studied in your language class. Use whole numbers (1, 2, 3) or decimals (1.25, 1.5, 2.75) in the **Hours per week** field for the hours that you studied that language each week. You will not be able to use symbols ($\frac{1}{4}$, $\frac{1}{2}$ or $\frac{3}{4}$).

If you did not study a language in a calendar year, type None in the **Language/s studied** field and 0, None or NA in the **Hours per week** field.

	Calendar year	Academic year	Official name of school/s you attended with dates	Main language used for instruction at the school	Language/s studied	Hours per week
✓ EDIT	2022	10	Test Senior High School (January to June), Sample International College (July to December)	English	Indonesian and French	2, 2
✓ EDIT	2021	9	Test Language School, Paris - January to July, then Test Senior High School (August to December)	French and English	French, Indonesian	1.5 and 2
✓ EDIT	2020	8	Test Language School, Paris	French	Indonesian	2.5
✓ EDIT	2019	7	Home schooling	English	None	0

If you did not attend school in a calendar year, select **No** and click on the **Add** button (highlighted below) to record **No schooling**. You can use this option for the years before Pre-primary.

School details for 2009

Did you attend school in 2009?

☐ Yes
☒ No

CANCEL

ADD

✓ EDIT	2010	PP	English	None	0
✓ EDIT	2009	No schooli...			
✓ EDIT	2008	No schooli...			

Check all the information you have provided. If you want to change anything, click on the **Edit** button (highlighted below).

	Calendar year	Academic year	Official name of school/s you attended with dates	Main language used for instruction at the school	Language/s studied	Hours per week
<input checked="" type="checkbox"/> EDIT	2021	10		English	Italian	2
<input checked="" type="checkbox"/> EDIT	2020	9		English	Italian	2
<input checked="" type="checkbox"/> EDIT	2019	8		English	Italian	1.5
<input checked="" type="checkbox"/> EDIT	2018	7		English	Italian	1.5

Correct the information, then click on the **Update** button (highlighted below) to save these new details.

School details for 2021

Did you attend school in 2021?

☒ Yes
 ☐ No

Academic year, e.g. Year 12

Year 10

Official name of school/s you attended with dates (max 200 characters)

Main language used for instruction at the school

English

Languages studied

Chinese

Hours per week

2.5

CANCEL

UPDATE

If you do not provide some information for each calendar year, you will not be able to proceed.

Click on the **Next** button (highlighted below) to go to the next section.

BACK

⚠ Application will be saved when navigating

NEXT

Residential information

Residency and/or time spent in-country criterion

Provide information about the countries you have lived in and those you have visited from birth to the current year.

Note: you only need to provide travel/holiday details for countries where the language spoken is the same as the one for which you are applying.

Click on the **Add** button (highlighted below) next to a calendar year.

* In the Residency criterion, the reference to a 'year' is to a period of twelve (12) months.

Travel/holiday details are required for countries where the language spoken is the same as the one for which you are applying.

	Calendar year	Australia only	Country of residence	Country or place visited	Purpose of visit	Start Date of Visit	End Date of visit
+ ADD	2022						
+ ADD	2021						
+ ADD	2020						
+ ADD	2019						

A residential information box will appear for that calendar year. Select **Yes** if you lived in Australia for the entire year with no overseas visits and click on the **Add** button (highlighted below).

Residential information for 2021 ✕

Did you spend the entire year in Australia with no overseas visits?

☒ Yes

☐ No

CANCEL

UPDATE

Your response will be displayed as shown below.

	Calendar year	Australia only	Country of residence	Country or place visited	Purpose of visit	Start Date of Visit	End Date of visit
✓ EDIT	2022	Yes					
✓ EDIT	2021	Yes					
✓ EDIT	2020	Yes					

Select **No** in the residential information box if you did not spend the entire year in Australia. The box will expand so you can provide details for that calendar year.

If you lived in a country other than Australia for the entire year, select this country from the drop-down list in the **Country or place of residence** field.

Note: you do not need to provide any more information since this describes your residency in a country other than Australia.

Click on the **Add** button to save this information (highlighted below).

Residential information for 2019

Did you spend the entire year in Australia with no overseas visits?

☐ Yes
 ☒ No

Country or place of residence

France

French Guiana

French Polynesia

French Southern Territories

DD/MM/YYYY

Date end of visit or in-country experience

DD/MM/YYYY

Purpose of visit or in-country experience (e.g. visit family, holiday, exchange)

CANCEL

ADD

Your response will be displayed as shown below.

	Calendar year	Australia only	Country of residence	Country or place visited	Purpose of visit	Start Date of Visit	End Date of visit
✓ EDIT	2022	Yes					
✓ EDIT	2021	Yes					
✓ EDIT	2020	Yes					
✓ EDIT	2019	No	France				
✓ EDIT	2018	No	France				
✓ EDIT	2017	Yes					

If you visited a country where the language spoken is the same as the one for which you are applying, you must enter your country of residence and provide travel or holiday information in the other three fields.

Use the date picker tool (highlighted below) to enter the start and end dates of your visit.

Click on the **Add** button to save this information (highlighted below).

Residential information for 2018 ✕

Did you spend the entire year in Australia with no overseas visits?

☐ Yes

☒ No

Country or place of residence

Australia

Name of country/place of visit or in-country experience

Bali

Date start of visit or in-country experience

DD/MM/YYYY

2018

January February March

April May June

July August September

October November December

ADD

If you went on more than one trip or holiday in a calendar year to a country where the language spoken is the same as the one for which you are applying, provide details about these additional trip/s or holiday/s in the text box below.

You can include information about multiple years in the text box. You can type up to 500 characters and use brackets, dashes, commas and other keystrokes to provide details about your additional visit/s or holiday/s.

Use the text box below to provide additional information about multiple trips in the same year (optional and max 500 characters).

BACK

Application will be saved when navigating

NEXT

Check all the information you have provided. If you want to change anything, click on the **Edit** button (highlighted below).

	Calendar year	Australia only	Country of residence	Country or place visited	Purpose of visit	Start Date of Visit	End Date of visit
✓ EDIT	2022	Yes					
✓ EDIT	2021	Yes					
✓ EDIT	2020	No	China				
✓ EDIT	2019	No	Australia	China	Visiting family	06/07/2019	27/07/2019
✓ EDIT	2018	No	Australia	China	Holiday	15/12/2018	30/12/2018

The residential information box for that calendar year will appear again. Correct the details, then click on the **Update** button (highlighted below) to save this information.

Residential information for 2019

Did you spend the entire year in Australia with no overseas visits?

☐ Yes
 ☒ No

Country or place of residence

Name of country/place of visit or in-country experience

Date start of visit or in-country experience

Date end of visit or in-country experience

Purpose of visit or in-country experience (e.g. visit family, holiday, exchange)

If you do not provide information for each calendar year, you will not be able to proceed.

Click on the **Next** button (highlighted below) to take you to the next section.

⚠ Application will be saved when navigating

Linguistic background

Use of the language for communication outside the language classroom criterion

You must provide information in all eight fields about your use of language/s for communication outside the language classroom.

The first question relates to the first language/s you learned to speak.

The next three statements relate to the language/s you can speak, read and write, but did not learn at school. If you do not speak, read and write any language/s other than English, you can repeat English for each field.

The remaining statements refer to the language/s you speak with your parent/s or guardian/s at home and with your siblings and friends.

Provide information about your linguistic background
What is the first language/s you learned to speak?

[+ ADD ANOTHER](#)

The language/s you speak, but did not learn at school

[+ ADD ANOTHER](#)

The language/s you can read, but did not learn at school

[+ ADD ANOTHER](#)

The language/s you can write, but did not learn at school

[+ ADD ANOTHER](#)

The language/s your parent/s or guardian/s speak at home with each other

[+ ADD ANOTHER](#)

The language/s your parent/s or guardian/s speak at home with you

[+ ADD ANOTHER](#)

The language/s you speak at home with your parent/s or guardian/s

[+ ADD ANOTHER](#)

The language/s you speak out of school with your siblings and friends

[+ ADD ANOTHER](#)

As you start typing, a predictive list of languages will appear as a drop-down list (highlighted below). Select the correct language for your answer.

Click on **Add another** (highlighted below) and select another language from the drop-down list to add an additional language/s for any of the questions, if required.

Provide information about your linguistic background

What is the first language/s you learned to speak?

Ja

- Jaminjung
- Japanese
- Jaru
- Javanese
- Jawi

The language/s you can read, but did not learn at school

+ ADD ANOTHER

If the language you have selected is the same as or derived from the language for which you are applying, you must provide details in the text box (highlighted below) about how you use this language to communicate outside the language classroom.

You can type up to 500 characters and use brackets, dashes, commas and other keystrokes to enter details about your use of the language for which you are applying.

The language/s you speak at home with your parent/s or guardian/s

Italian

English ✕ REMOVE

+ ADD ANOTHER

The language/s you speak out of school with your siblings and friends

English

+ ADD ANOTHER

Please describe how you use Italian to communicate outside the language classroom

Select **Yes** or **No** if you have received instruction in the language for which you are applying at a community language school.

If you attended a community language school outside school hours, provide the academic year, the name of the school, the name of the language course you studied, the language/s of course delivery, and the number of hours you attended each week.

Have you received instruction in the language for which you are applying, out of school hours, at a community language school?

☐ Yes


☐ No

Provide the following details in the space below:

- Academic year
- Name of the Community Language School
- Name of the course/program
- Language/s of course delivery
- Hours per week

Click on the **Next** button (highlighted below) to take you to the next section.

BACK

 Application will be saved when navigating

NEXT



Step 3: Upload your supporting documents

Supporting documents

A parent/guardian acknowledgement form is required to support your application. You can download this from the student portal (highlighted below). Ask your parent/guardian to complete and sign the form, then upload it.

If you were born in, have lived in, or attended school in a country where the language in which you wish to enrol is used for communication and/or school instruction, you must upload your passport identification page. You must also upload school report/s if you have attended school outside Australia. Usually, you do not have to request and submit an international movement record/s (IMR) document, but you may be asked for this after your application has been submitted.

Photograph or scan each supporting document and save the files to your computer or mobile device. Your supporting documents must be saved as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. Word documents will **not** be accepted.

Select the first document from the drop-down list (highlighted below). Click on the **Browse** button (highlighted below) to select the file from your computer or mobile device then click on the **Open** button (**Upload** button on a Mac) to upload this file. Repeat this process until you have uploaded all your documents. If you have additional information, select **Other** from the drop-down list, and upload another file. If you want to remove a file, click on the **Remove** button next to the document.

Click on the **Next** button (highlighted below) to go to the next section. If you do not upload your parent/guardian acknowledgement form, you will not be able to proceed.

here'. Below this, it says 'Students must upload the following documents to support this application, if applicable:' followed by a list: 'Passport identification page', 'International movement records/s (IMR)*', 'Report/s from schools attended overseas', and 'Other supporting evidence'. A footnote states: '* The IMR request form is available on the Australian Government Department of Home Affairs website. Search for International Movement Record/s.' Below the list is a table with columns: Status, Document type, File name, File size, Date uploaded, Process step, and Action. The table is empty, showing 'No Rows To Show'. At the bottom, there is a section 'Add a document (Select document type first, then click on browse and select a file)'. This section contains a dropdown menu labeled 'SELECT DOCUMENT TYPE' with a red box around it. The dropdown list is open, showing options: 'Parent/guardian acknowledgement form', 'Passport identification page', 'International movement record/s', 'Overseas school report/s', and 'Other'. A red box highlights the 'Parent/guardian acknowledgement form' option. To the right of the dropdown is a 'BROWSE' button with a red box around it. At the bottom right of the section is a 'NEXT' button with a red box around it."/>



Step 4: Submit your WACE language course application

Read the student declaration and tick the check box to confirm that the information you have provided in your application is true and correct. Tick the check box to acknowledge that you understand it is an offence to make a false and misleading declaration.

Check your application to ensure all information is correct. Click on the **Print application** button (highlighted below) to print your application and check it before submission. Click on the **Back** button (highlighted below) to make any changes, if required.

Note: after you have submitted your application, you will not be able to change anything until it has been reviewed by the Authority.

Click on the **Submit application** button (highlighted below).

When you have submitted your application, your language teacher and school principal will endorse it.

Click on the **View** or **Print** buttons to read or print your application (both highlighted below).

Amend your WACE language course application

The Authority will review your application and supporting documents.

If further information or any changes are required, you will receive an email advising you to amend your application. Your school support officer will receive a copy of this email.

Click on the **Amend [language] application** button (highlighted below) to amend your application or provide further information, as required.

 Your application to study Japanese has been received by SCSA; however you need to provide further information before it can be processed.

AMEND JAPANESE APPLICATION

 SCSA requires further information

 **PRINT APPLICATION**

You will only be able to change the information identified by the reviewer, which will be highlighted in yellow (example shown below).

Upload supporting documents

THE STUDENT IS RESPONSIBLE FOR PROVIDING THE EVIDENCE TO SUPPORT THIS APPLICATION

All students intending to enrol in a WACE language course are required to upload the following document with this application.

- A parent/guardian acknowledgement form. A copy of this form is available [here](#)

Students must upload the following documents to support this application, if applicable:


- Passport identification page
- International movement records/s (IMR)*
- Report/s from schools attended overseas
- Other supporting evidence

* The IMR request form is available on the Australian Government Department of Home Affairs website.
Search for International Movement Record/s.

Status	Document type	File name	File size	Date uploaded	Process step	Action
✓ SAVED	Parent/guardian acknowledg...	Parent guardian acknowledgement for	182.1 kB	11/10/2022 15:13 AW...	Original	

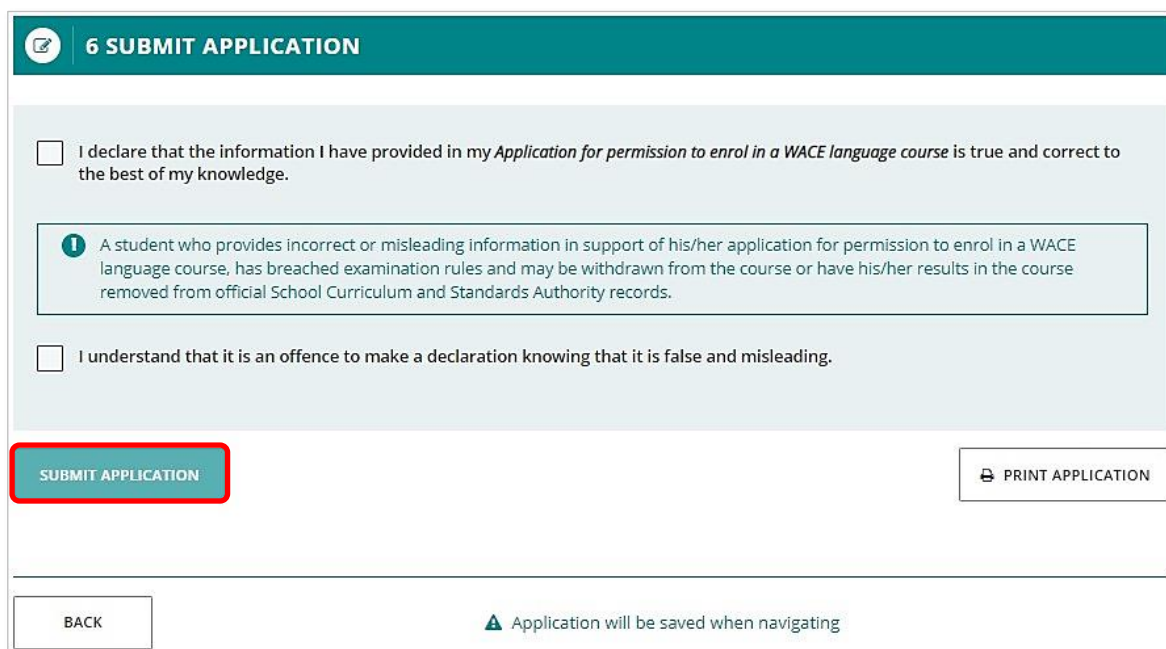
When you have made the change/s requested by the reviewer, click on the **Next** button (highlighted below) to go to the next section.

BACK

 Application will be saved when navigating

NEXT

Tick the check boxes again and click on the **Submit application** button (highlighted below) to submit your amended application.



6 SUBMIT APPLICATION

☐ I declare that the information I have provided in my *Application for permission to enrol in a WACE language course* is true and correct to the best of my knowledge.

i A student who provides incorrect or misleading information in support of his/her application for permission to enrol in a WACE language course, has breached examination rules and may be withdrawn from the course or have his/her results in the course removed from official School Curriculum and Standards Authority records.

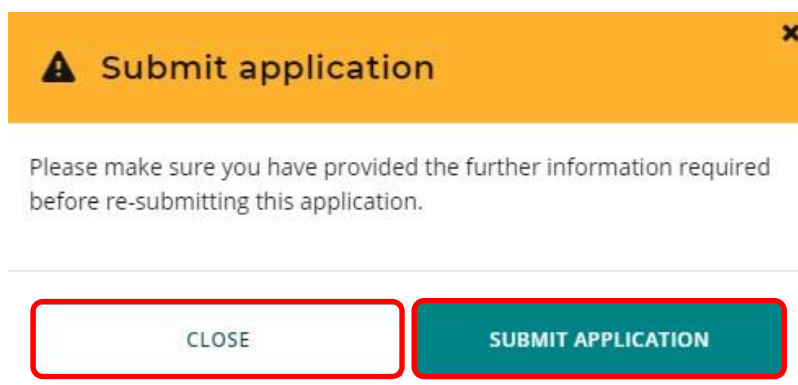
☐ I understand that it is an offence to make a declaration knowing that it is false and misleading.

SUBMIT APPLICATION **PRINT APPLICATION**

BACK **Application will be saved when navigating**

You will see the warning below, reminding you to check that you have provided the required information. If you have done so, click on the **Submit application** button (highlighted below).

If you need to make more changes, click on the **Close** button (highlighted below), then click on the **Back** button to go to the section and add further information.



Submit application

Please make sure you have provided the further information required before re-submitting this application.

CLOSE **SUBMIT APPLICATION**

When you have added the required information, repeat the steps above to submit your amended application.




Step 5: Check the student portal for your WACE language course application status

You can check the student portal for your WACE language course application status. The status will show as **In progress** (highlighted below) while your application is being processed.


Application for permission to enrol in a WACE language course

CURRENT APPLICATIONS

 Your language application has been submitted. You will be notified of your course enrolment status once it has been processed.

[VIEW JAPANESE APPLICATION](#)


✓ Your application is in progress

 PRINT APPLICATION


When your application has been finalised, you will see which WACE language course (Second Language, Background Language or First Language) you are permitted to enrol in (examples highlighted below).


Application for permission to enrol in a WACE language course

CURRENT APPLICATIONS


 You are permitted to enrol in the German: Second Language course.

✓ Permitted to enrol in the German: Second Language course

 PRINT APPLICATION

 You are permitted to enrol in the Punjabi: Background Language course.

✓ Permitted to enrol in the Punjabi: Background Language course

 PRINT APPLICATION

A notification letter will be sent to the email address that you provided in your parent/guardian acknowledgement form, which was uploaded with your application. Please check your junk/spam folder if the email is not received within 24 hours. Please read the letter, so that you are aware of your language enrolment options.

Appeal process

If the Authority decides that you do not meet the enrolment criteria for a course and are therefore not permitted to enrol in a Second or Background Language course, this will be shown in the student portal.

If you have evidence that shows that you do meet the enrolment criteria for the Second or Background Language course, you can lodge an appeal with the Authority.

You must do this within two weeks of receiving your WACE language course enrolment notification in the student portal.

To request an appeal, download and complete the *Application form for appeal against languages enrolment determination*, which you will find on the [Authority website](https://scsa.wa.edu.au/_data/assets/pdf_file/0008/75590/Application_form-for-appeal-against-Languages-enrolment-determination.pdf): (https://scsa.wa.edu.au/_data/assets/pdf_file/0008/75590/Application_form-for-appeal-against-Languages-enrolment-determination.pdf).

To show that you meet the enrolment criteria, you will need to provide additional evidence with your appeal application form.

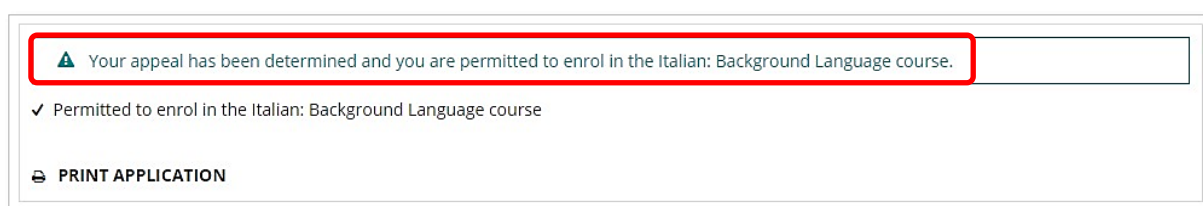
You should email your completed appeal application form to languagesenrolment@scsa.wa.edu.au.

Note: you can only lodge one appeal for each WACE language course application you submit.

The Languages Enrolment Determinations Appeals Committee will review your appeal application form and the additional document/s and/or supporting evidence.

After the appeal is completed, the Authority will notify you via the student portal, and your parent/s or guardian/s by email, stating the outcome of the appeal.

You can also see the appeal determination and your WACE language enrolment status in the student portal (highlighted below).



A screenshot of a student portal notification. The notification is enclosed in a red rectangular border. It features a green triangle icon on the left, followed by the text: "Your appeal has been determined and you are permitted to enrol in the Italian: Background Language course." Below this, there is a green checkmark icon followed by the text: "Permitted to enrol in the Italian: Background Language course". At the bottom left of the notification, there is a printer icon followed by the text: "PRINT APPLICATION".

At this point, you should contact your school to discuss your study options.

