



**School Curriculum
and Standards
Authority**

Student Records Management System

School guide for online applications for
WACE language courses



UPDATED



09/06/2023

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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Contents

Online WACE language course applications	1
Information for schools.....	1
Student checklist	2
School checklist	3
Six steps for school support officer documentation.....	4
Step 1: Log in to the SRMS portal	4
Step 2: Select students' language applications.....	7
Step 3: View a student's language application	9
Step 4: Upload school documents	10
Step 5: Amend a student's language application	12
Step 6: Check the SRMS portal for language course enrolment status	13
Five steps for language teacher declaration	14
Step 1: Log in to the SRMS portal	14
Step 2: Select students' language applications.....	17
Step 3: View a student's language application	19
Step 4: Complete language teacher declaration	20
Step 5: Check the SRMS portal for WACE language course enrolment status	22
Five steps for principal or deputy principal endorsement	23
Step 1: Log in to the SRMS portal	23
Step 2: Select students' language applications.....	26
Step 3: View a student's language application	28
Step 4: Complete principal or deputy principal endorsement	29
Step 5: Check the SRMS portal for WACE language course enrolment status	31
Appeal process	32

Online WACE language course applications

To enrol in a Western Australian Certificate of Education (WACE) language course, students 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 is for schools whose students are submitting an application via the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au). Refer to the *Student guide for online applications for WACE language courses* for information relevant to students.

The due dates for submission of applications are published on the Authority website and in the *Activities Schedule*.

School support officers will upload documents for each application and language teachers and principals or deputy principals will endorse these applications in the Student Records Management System (SRMS) portal.

Information for schools

We recommend that students complete the online application as a group in the classroom, or computer lab, so that teachers can help them and answer any questions. Refer to the student checklist, which lists everything that students need to complete an online WACE language course application.

The personal details that appear at the start of a student's application are drawn from information in the Student Information Records System (SIRS) that has been provided by the school for that student. Students can see these personal details in the student portal, under **My details**. If there are any errors in these personal details, the school must amend the information and upload it to SIRS.

The Authority recommends that students print their application and check all information carefully before submission. Students should show their application to their parent/s or guardian/s and ask them to complete and sign the parent/guardian acknowledgement form. When the application has been submitted, it can be viewed as read-only and no further changes can be made, unless requested by the Authority.

Refer to the school checklist, which will help school staff prepare for the online WACE language enrolment application process. The school support officer should prepare all school documents before commencing the document upload step. Photograph or scan the three school documents for each student and save them as **.pdf, .jpg, .jpeg or .png files (maximum size of 4MB for each file)** in desktop folders, so that they are ready to upload for each language application.

Student checklist

Use this checklist to help students get everything ready before they start their 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 ID page – if students were born in another country or have lived outside Australia
- ☐ school report/s – if students have attended school/s outside Australia
- ☐ international movement record/s – if students have lived in or travelled to a country where the language for which they are applying is spoken

Students should save the supporting documents to their 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.

School checklist

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 \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

The Authority adds all students in Years 10, 11 and 12 so that they can complete their 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 \(https://srms.scsa.wa.edu.au\)](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 \(https://srms.scsa.wa.edu.au\)](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 SIRS.

Six steps for school support officer documentation

A system-generated email will prompt the school support officer to view all applications received for their students and upload the required school documents in the SRMS portal.

Step 1: Log in to the SRMS portal

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

Government and non-government schools will see the login screen below.

Government schools

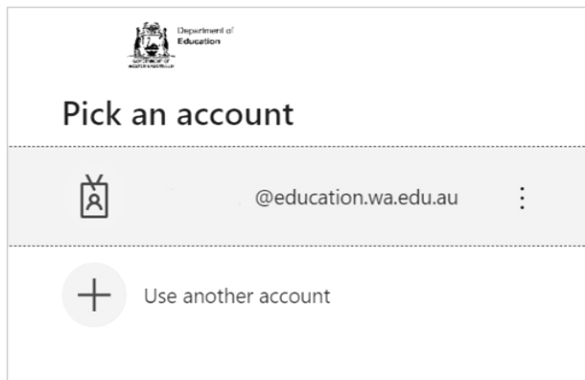
The first time you log in, click on and read the login instructions (highlighted below).

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Department of Education and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted. It contains a red box around the text 'CLICK HERE FOR LOGIN INSTRUCTIONS' and another red box around the 'education.wa.edu.au LOGIN' button. Below the government login section is the 'Non-government school login' section, which includes fields for 'Work email address' (Username) and 'Password', a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of the non-government section are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

This screenshot shows the 'Government school login' section with detailed instructions. It includes the 'education.wa.edu.au LOGIN' button. Below the button, there are several lines of text: 'CLICK HERE FOR LOGIN INSTRUCTIONS', 'Click on the education.wa.edu.au LOGIN button above.', 'Select your Department of Education email address from the Microsoft account list.', 'Enter your HRMIS username and password on the Department of Education sign in page.', 'Tick the box to confirm that you have read and understand the terms of use.', and 'Click on the Login button to enter the SRMS portal.'

Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.

This screenshot shows the 'Enter password' sign-in page. At the top is the Department of Education logo. Below it, a back arrow and the email address '@education.wa.edu.au' are visible. The title 'Enter password' is centered. Below the title is a password input field with the placeholder text 'Password'. Underneath the input field is a link that says 'Forgotten my password'. A blue 'Sign in' button is highlighted with a red border. Below the sign-in section, there is a heading 'Appropriate Use of Online Services' followed by a paragraph of text. Below that is another paragraph of text. Then, a paragraph of text. Finally, a paragraph of text with a link 'here'.

Non-government schools

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

SRMS portal

Government school login [education.wa.edu.au LOGIN](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

Non-government school login

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#)

LOGIN CANCEL

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

CLICK HERE FOR LOGIN INSTRUCTIONS

Your school administrator will add your **work email address** to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your **work email address** and **password** in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the **Login** button to enter the SRMS portal.

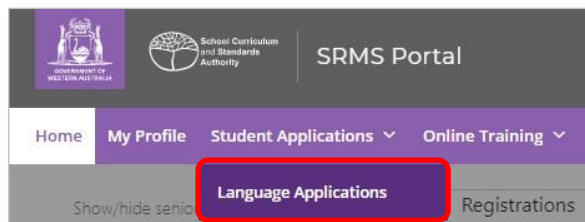
[Forgot your password?](#)

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' language applications

Select **Language Applications** from the **Student Applications** drop-down list (highlighted below).



All submitted language applications from students at your school will be displayed on the screen.

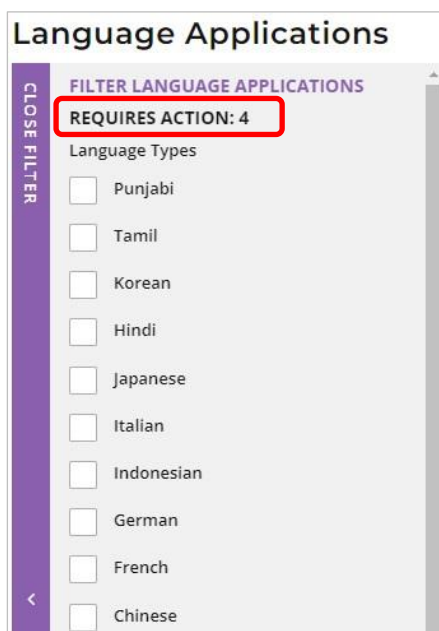
You will see the list of all 10 WACE languages in the filter section on the left of the screen.

The **Status** column shows submitted student applications, with a tick and **Submitted** (highlighted below). The **Sub status** column shows as **Documents** (highlighted below), which is the first stage for schools to complete in the WACE language course enrolment process.

The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to upload the school documents for each student's application.

The applications that require your attention will appear at the top of the list.

You will see the number of applications that require your attention (highlighted below). This number will update as you complete the required action.



	Status	Sub status	Requires attention by me ↓
VIEW	✓ SUBMITTED	Documents ...	Yes
VIEW	✓ SUBMITTED	Documents ...	Yes
VIEW	✓ SUBMITTED	Documents ...	Yes
VIEW	✓ SUBMITTED	Documents ...	Yes
VIEW	✓ SUBMITTED	School ...	
VIEW	✓ SUBMITTED	Teacher ...	
VIEW	✓ SUBMITTED	Teacher ...	

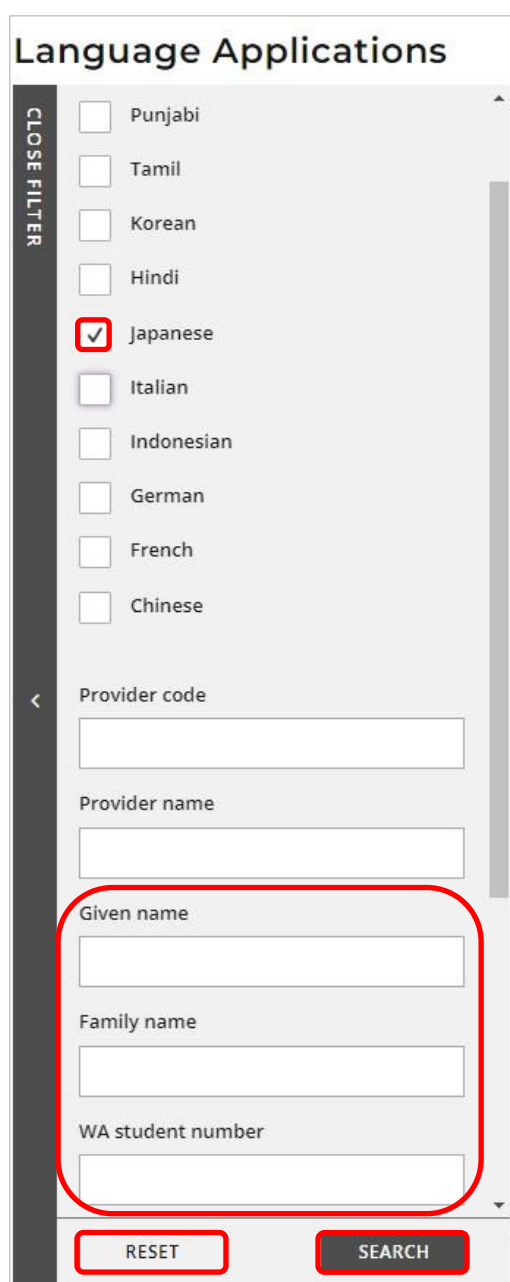
Filter students' language applications

To retrieve specific applications, you can use the filter options on the left side of the **Language Applications** screen. For example, tick the **Japanese** check box (highlighted below) and click on the **Search** button (highlighted below) to see all submitted Japanese applications.

To retrieve a specific student's application, type their **Given name** and/or **Family name**, or **Student number** into the search fields, then click on the **Search** button (all highlighted below).

Click on the **Reset** button (highlighted below) to reset the filters and view all the applications.

You can choose to display the filter options or not by clicking on the **Close filter/Open filter** command on the left side of the **Language Applications** screen.



The screenshot shows the 'Language Applications' interface. On the left, a vertical sidebar contains a 'CLOSE FILTER' button. The main area features a list of language checkboxes: Punjabi, Tamil, Korean, Hindi, Japanese (checked), Italian, Indonesian, German, French, and Chinese. Below this list are input fields for 'Provider code', 'Provider name', 'Given name', 'Family name', and 'WA student number'. At the bottom, there are 'RESET' and 'SEARCH' buttons. A red rectangle highlights the 'Given name', 'Family name', and 'WA student number' input fields. Another red rectangle highlights the 'RESET' and 'SEARCH' buttons. The 'Japanese' checkbox is also highlighted with a red square.

Use the **Application status** check boxes to filter applications by their status. The **Submitted** and **In progress** check boxes are preselected to show all submitted applications that are at the school stage and those that are being processed by the Authority (highlighted below).

Tick the **New** check box to see applications that students have started but not submitted, tick the **Info required** check box to show all submitted applications where additional information is required from the student or tick the **Finalised** check box to see all finalised applications.

Tick any of the additional filter check box/es and click on the **Search** button (both highlighted below) to view these categories of applications.

Click on the **Reset** button (highlighted below) to reset the filters to the preselected view.

The image shows two versions of the 'Application status' filter panel. The left panel has 'Submitted' and 'In progress' selected. The right panel has 'In progress', 'Info required', 'Processed', and 'Finalised' selected. Both panels have 'RESET' and 'SEARCH' buttons at the bottom.

Step 3: View a student's language application

Click on the **View** button (highlighted below) to view the details and supporting document/s in that student's application.

Language Applications			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	Yes

Step 4: Upload school documents

Scroll down to the **School support officer** section. Click on the **Select document type** tab to see the list of required school documents:

- School enrolment form
- Year 10 Semester 1 school report
- Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) data collection form.

If your school enrolment form includes the language/s spoken at home by the student, parent/guardian 1 and parent/guardian 2, you can **upload the school enrolment form twice**; i.e. the same document for the school enrolment form, and the MCEETYA data collection form.

Documents must be saved as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. You will **not** be able to upload Word documents. Do not use spaces or unrecognisable characters or symbols, such as < > ? ! / \ " * : , # % & () { } + = @ when naming files.

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 and click on the **Open** button (**Upload** button on a Mac) to upload this file. When you have uploaded the first document, the status will show as **Saved**. Repeat this process for all three documents.

School support officer

Status	Document type	File name	Uploaded by	Date uploaded	Action
No Rows To Show					

+ Add a document (Select document type first, then click on browse and select a file)

SELECT DOCUMENT TYPE **BROWSE**

- School enrolment form
- Year 10 Semester 1 school report
- MCEETYA data collection form

BACK TO TOP

If you upload a document by mistake, click on the **Remove** button (highlighted below) then upload the correct document. Click on the **Submit** button (highlighted below) to submit these documents.

School support officer

Status	Document type	File name	Uploaded by	Date uploaded	Action
✓ SAVED	School enrolment form			18/03/2020 14:20 AWST	REMOVE
✓ SAVED	Year 10 Semester 1 scho...			18/03/2020 14:20 AWST	REMOVE
✓ SAVED	MCEETYA data collection ...			18/03/2020 14:37 AWST	REMOVE

+ Add a document (Select document type first, then click on browse and select a file)

SELECT DOCUMENT TYPE **BROWSE**

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

SUBMIT **BACK TO TOP**

You will return to the **Language Applications** screen. The **Status** column will show a tick and **Submitted**. The **Sub status** column shows as **Teacher** (highlighted below), to indicate the application has moved to the teacher declaration stage of the WACE language course enrolment process. The **Requires attention by me** column will be blank, to show that you have uploaded the required school documentation for that student.

Note: the application that you have just completed will now appear at the bottom of your list.

Once you have submitted the application, you will not be able to make any changes unless requested by the Authority.

OPEN FILTER	Status		Sub status	Requires attention by me ↓
	VIEW	✓ SUBMITTED	Documents ...	Yes
	VIEW	✓ SUBMITTED	Documents ...	Yes
	VIEW	✓ SUBMITTED	Documents ...	Yes
	VIEW	✓ SUBMITTED	Documents ...	Yes
	VIEW	✓ SUBMITTED	School ...	
	VIEW	✓ SUBMITTED	School ...	
	VIEW	✓ SUBMITTED	Teacher ...	

Non-school candidates

If a student has selected **Yes** to the statement about enrolment as a non-school candidate (NSC), this will show as **Yes** (highlighted below) in the **Non School** column on the **Language Applications** screen.

The school support officer does not need to upload any supporting documents for a student's NSC language application.

The **Status** column will show a tick and **Submitted**, but any NSC applications will skip the **Documents** stage in the **Sub status** column.

These NSC applications will show as **Teacher** (highlighted below) in the **Sub status** column, to indicate that the application has moved to the teacher declaration stage.

The **Requires attention by me** column will be blank for the school support officer. When the language teacher views this NSC application, they will be prompted to complete their teacher declaration.

OPEN FILTER	Status	Sub status	Requires attention by me	Student number	Given name	Family name	Language	EALD	FL	SIDE	CLS	Non School ↓
	VIEW	✓ SUBMITTED	Teacher ...				Indonesian		Yes			Yes
	VIEW	✓ SUBMITTED	Teacher ...				German					Yes
	VIEW	✓ SUBMITTED	Documents ...				Japanese					
	VIEW	✓ SUBMITTED	Documents ...				Japanese					

Step 5: Amend a student's language application

If the Authority requests an amendment/s by the school to a student's application, you will see this on the **Language Applications** screen.

The Authority may request an amendment/s if incorrect document/s have been uploaded to a student's application, if the document/s were blank or could not be opened, or if the document/s do not provide sufficient information about that student's linguistic background.

The **Sub status** shows as **Documents** again and the **Requires attention by me** column shows as **Yes** (both highlighted below), prompting you to upload any new or amended document/s, as required.

Click on the **View** button (highlighted below) to see the change/s for that student's application.

Language Applications			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	VIEW ✓ SUBMITTED	Documents ...	Yes

The amendment/s required will be listed.

Repeat the process of uploading the new or amended document/s and click on the **Submit** button (highlighted below) to submit the amended application.

This student's application will now proceed to the processing stage with the Authority.

SELECT DOCUMENT TYPE

BROWSE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

!

School admin information request

The School enrolment form was blank. Please upload the correct version of the form.

SUBMIT

↑ BACK TO TOP

Step 6: Check the SRMS portal for language course enrolment status

At any time, you can check the **Language Applications** screen in the SRMS portal to monitor the progress of students' applications.

The **Language Applications** screen will update whenever an application advances through the stages of the enrolment process.

Below are terms you will see throughout the online WACE language course enrolment process that relate to the status and sub status of students' applications

Status	
New	Language application has been started, but not submitted
Submitted	Language application has been submitted by the student
In progress	Language application is progressing through the processing stages
Info required	Language application is being amended by the student
Processed	WACE language course status has been published
Finalised	WACE language course status has been published and received by the student
Cancelled	Language application has been cancelled

Sub status	
Documents	School support officer to upload new or amended documents
Teacher	Language teacher to complete declaration of language application
School	Principal or deputy principal to complete endorsement of language application
Received	Language application received by the Authority
Languages PC1	Principal Consultant 1 to determine which WACE language course the student may enrol in
Languages PC2	Principal Consultant 2 to determine which WACE language course the student may enrol in
Manager	Manager to review Principal Consultants' determinations
To publish	Principal Consultant 1 or Principal Consultant 2 to publish WACE language course enrolment determination
Language	Publication of Second Language, Background Language or First Language status for WACE language course enrolment
Appeal?	The student may lodge an appeal by email within two weeks of publication of their WACE language course enrolment status
Appeal lodged	The student has emailed their appeal

Five steps for language teacher declaration

A system-generated email will alert the language teacher/s to all applications received for their students on that day and prompt them to complete the teacher declaration in the SRMS portal.

Step 1: Log in to the SRMS portal

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

Government and non-government schools will see the login screen below.

Government schools

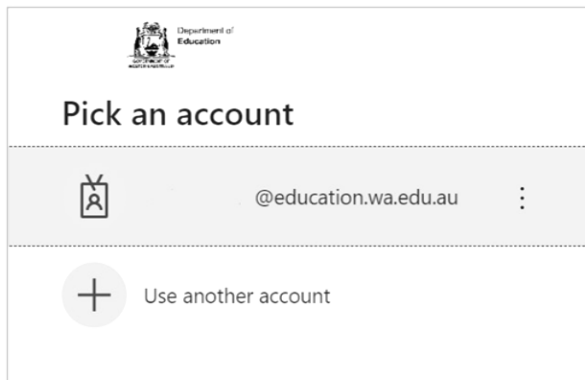
The first time you log in, click on and read the login instructions (highlighted below).

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Department of Education and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted. It contains a red-bordered button labeled 'education.wa.edu.au LOGIN' and a red-bordered link labeled 'CLICK HERE FOR LOGIN INSTRUCTIONS'. Below the government login section is the 'Non-government school login' section, which includes a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of the non-government login section, there are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

This screenshot shows the 'Government school login' section with detailed instructions. It includes a red-bordered button labeled 'education.wa.edu.au LOGIN' and a red-bordered link labeled 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The instructions are as follows: 'Click on the education.wa.edu.au LOGIN button above.', 'Select your Department of Education email address from the Microsoft account list.', 'Enter your HRMIS username and password on the Department of Education sign in page.', 'Tick the box to confirm that you have read and understand the terms of use.', and 'Click on the Login button to enter the SRMS portal.'

Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.

A screenshot of a sign-in page. At the top is the Department of Education logo. Below it, a back arrow and the email address '@education.wa.edu.au' are shown. The heading 'Enter password' is centered. Below the heading is a password input field with the placeholder text 'Password'. Underneath the input field is a link that says 'Forgotten my password'. To the right of the input field is a blue button with the text 'Sign in', which is highlighted with a red border. Below the sign-in section, there is a section titled 'Appropriate Use of Online Services'. This section contains three paragraphs of text regarding the responsible use of online services, including Portal, email, and Intranet. It states that users must comply with Department policies and that inappropriate use can result in disciplinary action. At the bottom of this section, there are two links: 'Students Online Policy | Telecommunications Use Policy' and 'Parents/responsible persons - Appropriate Use'.

Non-government schools

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

Government school login [education.wa.edu.au LOGIN](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

Non-government school login

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#)

LOGIN CANCEL

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

CLICK HERE FOR LOGIN INSTRUCTIONS

Your school administrator will add your work email address to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your work email address and password in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the Login button to enter the SRMS portal.

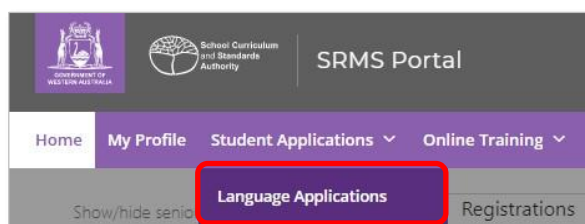
[Forgot your password?](#)

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' language applications

Select **Language Applications** from the **Student Applications** drop-down list (highlighted below).



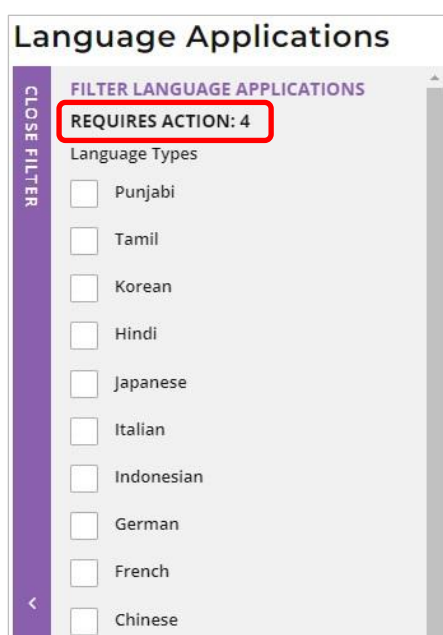
All submitted language applications from students at your school will be displayed on the screen.

You will see all 10 WACE languages in the filter section on the left of the screen.

The **Status** column shows a tick and **Submitted**, and the **Sub status** column will say **Teacher** (both highlighted below) indicating that the application is at the teacher declaration stage. The **Requires attention by me** column shows as **Yes** (highlighted below) for any application where the student selected your name as their teacher, advising you to complete your teacher declaration.

You may see other students' applications, but with no action required by you. Other language teacher/s at your school will be prompted to act, because the students selected their name/s. For applications where the student has selected **My teacher is not listed here**, the **Sub status** column will show as **Teacher**, but the **Requires attention by me** column will be blank. Anyone with the role of **Languages endorser – teacher** can complete the teacher declaration for these language applications. The applications that require your attention will appear at the top of the list.

You will see the total number of applications that require attention by language teacher/s at your school (highlighted below). This number is calculated using the role of language teacher, rather than a named teacher, so the number may be greater than the number of applications that require your attention. This number will update as each teacher completes the required action.



	Status	Sub status	Requires attention by me ↓
VIEW	✓ SUBMITTED	Teacher ...	Yes
VIEW	✓ SUBMITTED	Teacher ...	
VIEW	✓ SUBMITTED	School ...	
VIEW	✓ SUBMITTED	School ...	
VIEW	✓ SUBMITTED	Teacher ...	
VIEW	✓ SUBMITTED	Teacher ...	

Filter students' language applications

To retrieve specific applications, you can use the filter options on the left side of the **Language Applications** screen. For example, tick the **French** check box (highlighted below) and click on the **Search** button (highlighted below) to see all French applications.

To retrieve a specific student's application, type their **Given name** and/or **Family name** or **Student number** into the search fields, and then click on the **Search** button (all highlighted below).

Click on the **Reset** button (highlighted below) to reset the filters and view all the applications.

You can choose to display the filter options or not by clicking on the **Close filter/Open filter** command on the left side of the **Language Applications** screen.

Language Applications

CLOSE FILTER

- ☐ Punjabi
- ☐ Tamil
- ☐ Korean
- ☐ Hindi
- ☐ Japanese
- ☐ Italian
- ☐ Indonesian
- ☐ German
- ☒ French
- ☐ Chinese

< Provider code

Provider name

Given name

Family name

WA student number

RESET **SEARCH**

Use the **Application status** check boxes to filter applications by their status. The **Submitted** and **In progress** check boxes are preselected to show all submitted applications that are at the school stage and those that are being processed by the Authority (highlighted below).

Tick the **New** check box to see applications that students have started but not submitted, tick the **Info required** check box to show all submitted applications where additional information is required from the student or tick the **Finalised** check box to see all finalised applications.

Tick any of the additional filter check box/es and click on the **Search** button (both highlighted below) to view these categories of applications.

Click on the **Reset** button (highlighted below) to reset the filters to the preselected view.

The image shows two versions of the 'Application status' filter panel. The left panel has 'Submitted' and 'In progress' selected. The right panel has 'In progress', 'Info required', 'Processed', and 'Finalised' selected. Both panels have 'RESET' and 'SEARCH' buttons at the bottom.

Step 3: View a student's language application

Click on the **View** button (highlighted below) to view the details and supporting documents in that student's application.

Language Applications			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	VIEW ✓ SUBMITTED	Teacher ...	Yes
	VIEW ✓ SUBMITTED	Teacher ...	Yes
	VIEW ✓ SUBMITTED	Documents ...	
	VIEW ✓ SUBMITTED	Documents ...	
	VIEW ✓ SUBMITTED	Documents ...	
	VIEW ✓ SUBMITTED	Documents ...	

Step 4: Complete language teacher declaration

After reviewing the student's language application, scroll down to the **Teacher declaration** section. Select your teacher declaration from the seven options shown below.

You may enter an explanation for your declaration in the **Reason** text box, but this is optional.

If you see any errors in the student's application, add these details in the **Reason** text box to assist the Authority.

Click on the **Submit** button (highlighted below) to submit your declaration.

Teacher declaration

I declare that:

- ☐ There is **no evidence** that this student has a linguistic advantage over **second language** learners of the language for which they are applying.
- ☐ There is evidence that this student has a linguistic advantage over **second language** learners of the language for which they are applying.
- ☐ There is evidence that this student has a linguistic advantage over **background language** learners of the language for which they are applying.
- ☐ I am unable to comment. This student recently enrolled at the school.
- ☐ I am unable to comment. The language is not offered at the school and this student intends to enrol in the external examination for this language as a non-school candidate.
- ☐ I am unable to comment. The language is not offered at the school and this student intends to study this language through the School of Isolated and Distance Education (SIDE).
- ☐ I am unable to comment. The language is not offered at the school and this student intends to study this language through a community language school (CLS).

Reason (Optional)

SUBMIT

↑ BACK TO TOP

Note: the statement "I am unable to comment. The language is not offered at the school and this student intends to enrol in the external examination for this language as a non-school candidate" does not apply/should not be selected if the language for which the student is applying is offered at the school, but not the course (e.g. the student wishes to sit the Background Language examination; however, the school offers the Second Language course).

You will return to the **Language Applications** screen. The **Status** column will show as **Submitted** and the **Sub status** column will show as **School** (highlighted below), indicating that the application has moved to the principal/deputy principal endorsement stage.

The **Requires attention by me** column will be blank to show that you have completed your declaration for that student's application, which will appear at the bottom of your list.

Language Applications			
OPEN FILTER	Status		Sub status
	VIEW	✓ SUBMITTED	Documents ...
	VIEW	INFO REQUIRED	
	VIEW	INFO REQUIRED	
	VIEW	✓ SUBMITTED	Teacher ...
	VIEW	✓ SUBMITTED	School ...
	VIEW	✓ SUBMITTED	School ...

The **Teacher declaration** column will show your selection: **Second Language (SL)**, **Background Language (BL)**, **First Language (FL)**, **recently enrolled (NEW)**, **non-school candidate (NSC)**, **School of Isolated and Distance Education (SIDE)**, or **community language school (CLS)**.

EALD	FL	SIDE	CLS	Non School	Accelerated YR9	Teacher declaration
Yes	Yes					
Yes						
Yes			Yes	Yes		SL
				Yes		SL
Yes						BL
Yes			Yes	Yes		BL
	Yes					FL
				Yes		
			Yes	Yes		NSC
				Yes		
Yes						FL
Yes						SL
Yes	Yes			Yes		NSC
	Yes					FL
Yes		Yes	Yes	Yes		CLS

Step 5: Check the SRMS portal for WACE language course enrolment status

Language teachers can check the **Language Applications** screen in the SRMS portal to monitor the progress of students' WACE language course enrolment applications at any time.

The **Language Applications** screen will update whenever an application advances through the stages of the enrolment process.

Below are terms you will see throughout the online WACE language course enrolment process that relate to the status of students' applications

Status	
New	Language application has been started, but not submitted
Submitted	Language application has been submitted by the student
In progress	Language application is progressing through the processing stages
Info required	Language application is being amended by the student
Processed	WACE language course status has been published
Finalised	WACE language course status has been published and received by the student
Cancelled	Language application has been cancelled

Sub status	
Documents	School support officer to upload new or amended documents
Teacher	Language teacher to complete declaration of language application
School	Principal or deputy principal to complete endorsement of language application
Received	Language application received by the Authority
Languages PC1	Principal Consultant 1 to determine which WACE language course the student may enrol in
Languages PC2	Principal Consultant 2 to determine which WACE language course the student may enrol in
Manager	Manager to review Principal Consultants' determinations
To publish	Principal Consultant 1 or Principal Consultant 2 to publish WACE language course enrolment determination
Language	Publication of Second Language, Background Language or First Language status for WACE language course enrolment
Appeal?	The student may lodge an appeal by email within two weeks of publication of their WACE language course enrolment status
Appeal lodged	The student has emailed their appeal

Five steps for principal or deputy principal endorsement

A system-generated email will prompt the principal or deputy principal to endorse a student's application in the SRMS portal.

Step 1: Log in to the SRMS portal

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

Government and non-government schools will see the login screen below.

Government schools

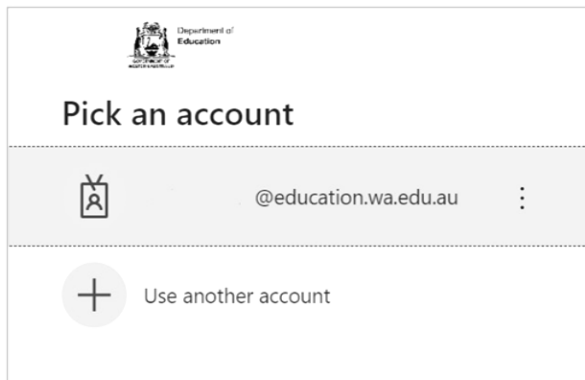
The first time you log in, click on and read the login instructions (highlighted below).

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Department of Education and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted with a red box. It contains a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. Below the government login section is the 'Non-government school login' section, which includes fields for 'Work email address' (Username) and 'Password', a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of the non-government login section are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

This screenshot shows the login instructions for government schools. It features a 'Government school login' header and an 'education.wa.edu.au LOGIN' button. Below the header is a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The instructions are as follows: 'Click on the education.wa.edu.au LOGIN button above.', 'Select your Department of Education email address from the Microsoft account list.', 'Enter your HRMIS username and password on the Department of Education sign in page.', 'Tick the box to confirm that you have read and understand the terms of use.', and 'Click on the Login button to enter the SRMS portal.'

Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.

A screenshot of a web interface titled "Enter password" under the Department of Education logo. It shows a password input field with a "Forgot my password" link below it. A blue "Sign in" button is highlighted with a red border. Below the sign-in section is a section titled "Appropriate Use of Online Services" containing text about responsible use of online services and links to policies.

Non-government schools

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

SRMS portal

Government school login [education.wa.edu.au LOGIN](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

Non-government school login

Work email address

Username

Password

☐ I have read and understand the [terms of use](#)

LOGIN CANCEL

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

Your school administrator will add your work email address to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your **work email address** and **password** in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the **Login** button to enter the SRMS portal.

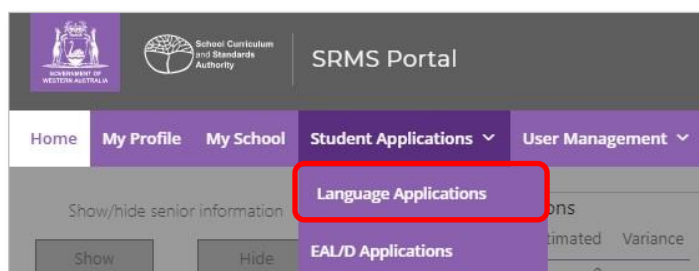
[Forgot your password?](#)

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' language applications

Select **Language Applications** from the **Student Applications** drop-down list (highlighted below).



All submitted language applications from students at your school will be displayed on the screen.

You will see the list of all 10 WACE languages in the filter section on the left of the screen.

The **Status** column shows submitted language applications, with a tick and **Submitted** and the **Sub status** column shows as **School** (both highlighted below).

The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to certify each student's application.

The applications that require your attention will appear at the top of the list.

You will see the number of applications that require your attention (highlighted below). This number will update as you complete the required action.

Language Applications

CLOSE FILTER

FILTER LANGUAGE APPLICATIONS

REQUIRES ACTION: 3

Language Types

☐ Punjabi

☐ Tamil

☐ Korean

☐ Hindi

☐ Japanese

☐ Italian

☐ Indonesian

☐ German

☐ French

☐ Chinese

Filter students' language applications

To retrieve specific applications, use the filter options on the left side of the **Language Applications** screen. For example, tick the **Tamil** check box (highlighted below) and click on the **Search** button (highlighted below) to see all Tamil applications.

To retrieve a specific student's application, type their **Given name** and/or **Family name**, or **Student number** into the search fields, and then click on the **Search** button (all highlighted below).

Click on the **Reset** button (highlighted below) to reset the filters and view all the applications.

You can choose to display the filter options or not by clicking on the **Close filter/Open filter** command on the left side of the **Language Applications** screen.

The screenshot shows the 'Language Applications' interface. On the left, there is a vertical sidebar with a 'CLOSE FILTER' button. The main area contains a list of language checkboxes: Punjabi, Tamil (checked), Korean, Hindi, Japanese, Italian, Indonesian, German, French, and Chinese. Below this list are search fields for 'Provider code', 'Provider name', 'Given name', 'Family name', and 'WA student number'. The 'Given name', 'Family name', and 'WA student number' fields are grouped together and highlighted with a red rounded rectangle. At the bottom, there are two buttons: 'RESET' and 'SEARCH', both highlighted with red rectangles.

Use the **Application status** check boxes to filter applications by their status. The **Submitted** and **In progress** check boxes are preselected to show all submitted applications that are at the school stage and those that are being processed by the Authority (highlighted below).

Tick the **New** check box to see applications that students have started but not submitted, tick the **Info required** check box to show all submitted applications where additional information is required from the student or tick the **Finalised** check box to see all finalised applications.

Tick any of the additional filter check box/es and click on the **Search** button (both highlighted below) to view these categories of applications.

Click on the **Reset** button (highlighted below) to reset the filters to the preselected view.

The image shows two versions of the 'Application status' filter panel. The left panel has 'Submitted' and 'In progress' selected. The right panel has 'In progress', 'Info required', 'Processed', and 'Finalised' selected. Both panels have 'RESET' and 'SEARCH' buttons at the bottom.

Step 3: View a student's language application

Click on the **View** button (highlighted below) to view the details and supporting documents in that student's application.

Language Applications				
OPEN FILTER	ENDORSE SELECTED			
	<input type="checkbox"/>	Status	Sub status	Requires attention by me ↓
	<input type="checkbox"/>	VIEW ✓ SUBMITTED	School ...	Yes
	<input type="checkbox"/>	VIEW ✓ SUBMITTED	School ...	Yes
		VIEW ✓ SUBMITTED	Teacher ...	
		VIEW ✓ SUBMITTED	Teacher ...	
		VIEW ✓ SUBMITTED	Teacher ...	
		VIEW ✓ SUBMITTED	Teacher ...	

Step 4: Complete principal or deputy principal endorsement

After you have reviewed each student's application, scroll down to the bottom of the application to the **Declaration by the Principal** section.

Select either **I endorse this application**, or **I am unable to endorse this application**.

It is optional to add a reason if you endorse the student's application, but you must provide an explanation if you are unable to endorse the application. If you are unable to endorse a student's application and have not provided a comment, you will not be able to submit your endorsement.

Click on the **Submit** button (highlighted below) to submit your declaration.

Declaration by the Principal (of the main school of this applicant)
☒ I endorse this application
☐ I am unable to endorse this application
Provide comments (Optional)

SUBMIT [↑ BACK TO TOP](#)

Declaration by the Principal (of the main school of this applicant)
☐ I endorse this application
☒ I am unable to endorse this application
Provide comments

SUBMIT [↑ BACK TO TOP](#)

Multiple endorsements

After viewing the applications, if you wish to endorse multiple applications, tick the check box (highlighted below) underneath the **Endorse selected** button to select multiple applications.

Click on the **Endorse selected** button (highlighted below). A warning will appear, asking if you wish to endorse the applications of the selected students. Click on the **Endorse** button (highlighted below) to endorse the selected applications. Alternatively, click on the **Cancel** button (highlighted below) to cancel this multiple endorsement and endorse the applications individually.

Language Applications				
OPEN FILTER	ENDORSE SELECTED			
	<input checked="" type="checkbox"/>			
		Status	Sub status	Requires attention by me ↓
	<input checked="" type="checkbox"/>	VIEW ✓ SUBMITTED	School ...	Yes
	<input checked="" type="checkbox"/>	VIEW ✓ SUBMITTED	School ...	Yes
		VIEW ✓ SUBMITTED	Documents ...	
		VIEW ✓ SUBMITTED	Teacher ...	

⚠ Endorse Language Applications ✕

Do you want to endorse 2 applications?

You will return to the **Language Applications** screen. The **Status** will show as **In progress** (highlighted below) and the **Sub status** will show as **Received** (highlighted below) to show that this application has been received by the Authority. The **Requires attention by me** column will be blank, indicating that you have endorsed your school's applications.

Language Applications			
OPEN FILTER	ENDORSE SELECTED		
		Status	Sub status
			Requires attention by me ↓
	VIEW	IN PROGRESS	Received
	VIEW	✓ SUBMITTED	Documents ...
	VIEW	⌚ IN PROGRESS	Languages PC1
	VIEW	⌚ IN PROGRESS	To publish ...
	VIEW	⌚ IN PROGRESS	Languages PC2
	VIEW	⌚ IN PROGRESS	Languages PC2

If the Authority requires any further information, or amendments to be made to a student's application, students will receive an email notifying them of this. The school officer will receive a copy of this email. Students will also see this notification in the student portal.

Step 5: Check the SRMS portal for WACE language course enrolment status

Principals or deputy principals can check the **Language Applications** screen in the SRMS portal to monitor the progress of their students' WACE language course enrolment applications at any time.

The **Language Applications** screen will update whenever an application advances through the stages of the enrolment process.

Below are terms you will see throughout the online WACE language course enrolment process that relate to the status of students' applications

Status	
New	Language application has been started, but not submitted
Submitted	Language application has been submitted by the student
In progress	Language application is progressing through the processing stages
Info required	Language application is being amended by the student
Processed	WACE language course status has been published
Finalised	WACE language course status has been published and received by the student
Cancelled	Language application has been cancelled

Sub status	
Documents	School support officer to upload new or amended documents
Teacher	Language teacher to complete declaration of language application
School	Principal or deputy principal to complete endorsement of language application
Received	Language application received by the Authority
Languages PC1	Principal Consultant 1 to determine which WACE language course the student may enrol in
Languages PC2	Principal Consultant 2 to determine which WACE language course the student may enrol in
Manager	Manager to review Principal Consultants' determinations
To publish	Principal Consultant 1 or Principal Consultant 2 to publish WACE language course enrolment determination
Language	Publication of Second Language, Background Language or First Language status for WACE language course enrolment
Appeal?	The student may lodge an appeal by email within two weeks of publication of their WACE language course enrolment status
Appeal lodged	The student has emailed their appeal

Appeal process

Should the Authority determine that a student does not meet the enrolment criteria for a course and is therefore not permitted to enrol in a Second or Background Language course, this will be shown in the student portal.

If a student has evidence that shows that they do meet the enrolment criteria for the Second or Background Language course, they can lodge an appeal with the Authority.

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

To request an appeal, they should download and complete the *Application form for appeal against languages enrolment determination*, which they 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 they meet the enrolment criteria, they will need to provide additional evidence with their appeal application form.

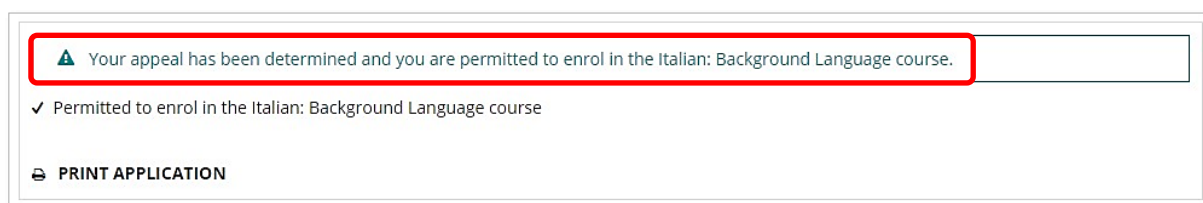
Students should email their completed appeal application form to languagesenrolment@scsa.wa.edu.au.

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

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

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

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



The screenshot shows a notification box with a red border. Inside, there is a green triangle icon 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 checkmark icon followed by the text: "Permitted to enrol in the Italian: Background Language course". At the bottom, there is a printer icon followed by the text: "PRINT APPLICATION".

At this point, the student should discuss their study options with their school.

