Application for
endorsement/re-endorsement
of a Tertiary preparation program

2025

**Acknowledgement of Country**

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

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Introduction

An endorsed program is a significant learning program that has been developed for students in
Years 10, 11 and 12. An endorsed program may have been developed by the School Curriculum and Standards Authority (the Authority), or it may have been developed by a private provider, a university, or a school, and subsequently endorsed by the Authority.

Each endorsed program consists of a series of lessons, classes and/or activities designed to lead to the achievement of a common goal or set of learning outcomes. A program must:

* be consistent with the teaching and learning principles for school-based assessment (see the *WACE Manual*)
* make a positive contribution to student learning and provide significant learning opportunities
* not duplicate the context, rationale or learning outcomes of any Western Australian Certificate of Education (WACE) course.

All endorsed programs successfully completed by a Year 10, 11 or 12 student and reported to the Authority are listed on the student’s Western Australian Statement of Student Achievement (WASSA) and contribute towards their WACE.

Categories of endorsed programs

There are four categories of endorsed programs, which differ in respect to:

* the developer
* the type of evidence required for determining student achievement
* the quality assurance processes and activities.

These categories of endorsed programs are:

1. **Authority-developed endorsed programs**These endorsed programs are developed by the Authority to provide WACE recognition for students undertaking activities of a similar nature and for which no quality-assured certificate or award is issued.
2. **Provider-developed endorsed programs**These endorsed programs are developed by a private provider, such as a community organisation or training institution. Provider-developed endorsed programs recognise structured learning programs that result in the attainment of a quality-assured certificate or award.
3. **School-developed endorsed programs**These endorsed programs are developed by individual schools in response to a particular need which cannot be met through a WACE course, a vocational education and training (VET) qualification or another endorsed program.
4. **Tertiary preparation endorsed programs**

These endorsed programs are developed by tertiary education providers, such as a university. Tertiary preparation endorsed programs (TPEP) recognise structured learning that results in the attainment of a quality-assured certificate and achievement which may enable students to be prepared for future tertiary studies.

Endorsement of Tertiary preparation programs

Tertiary education providers, such as a university, can apply to the Authority for endorsement of a program they have developed by completing the *Application for endorsement/re-endorsement of a Tertiary preparation program* form (see Appendix 1). The *Endorsement checklist* used by the endorsed programs panel when considering programs for endorsement can be found in Appendix 2.

Applicants are encouraged to seek the support of the Principal Consultant – VET at the Authority to complete the application form. The application form can be downloaded from the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

Unit equivalence

Students must complete a minimum of 20 course units or equivalents as one of the requirements of the WACE. Endorsed programs may be used to contribute a maximum of four unit equivalents towards achievement of the WACE. An endorsed program is allocated unit equivalence on the basis of ‘average learning time’. This is an estimation of the number of hours required to achieve the outcomes of the program. One unit of a WACE course has an average learning time of 55 hours. Each endorsed program is allocated one, two, three or four unit equivalents. Unit equivalents are tallied across endorsed program categories for WACE calculation.

Length of endorsement

The period of endorsement varies between categories of endorsed programs:

* Authority-developed programs are endorsed for a maximum of 5 years.
* Provider-developed programs are endorsed for a maximum of 5 years.
* School-developed programs are endorsed for a maximum of 3 years.
* Tertiary preparation programs are endorsed for a maximum of 3 years.

Programs dependent on specific resources can be endorsed for a period of less than 3 years.

Programs dependent on funding are endorsed only for the period funding is guaranteed.

Evidence of learning

For Tertiary preparation programs, the evidence of learning is the quality-assured certificate, award, examination report, statement of attainment or academic report issued to students who successfully complete the program. This evidence must be presented to the school before the deadline for reporting achievement to the Authority. The school is required to keep a copy of the evidence on the student’s file.

Principles for endorsement of programs

Endorsement of programs is based on the following principles.

1. **Substantial learning**
Endorsed programs recognise substantial student learning that does not duplicate the context, rationale or learning outcomes of any WACE course.

 The Authority determines the equivalence of a program in relation to one unit of a WACE course. A program is allocated the equivalent of zero, one, two, three or four course units on the basis of the average learning time required for completion. Where the average learning time is less than 55 hours, a program can be endorsed with zero unit equivalence if the learning is significant and is not provided in a WACE course.

1. **The standard and quality assurance of programs**Endorsed programs are of a standard consistent with senior secondary expectations, unless endorsed specifically for students with special educational needs.

 For Tertiary preparation programs, the provider has its own system of quality assurance.

1. **Quality assurance of student achievement**All assessment of student achievement must be consistent with the Principles of Assessment outlined in the *WACE Manual*.

 For Tertiary preparation programs, student achievement is assessed by means of an examination or competency checklist, with requirements typically detailed in a manual or syllabus.

Criteria for endorsement or re-endorsement of a program

All programs must meet the following criteria to be endorsed by the Authority:

1. The program must not duplicate the context, rationale or learning outcomes of any WACE course.
2. To enrich student learning, the program must have:
* a clear rationale
* indicative learning outcomes
* an assessment outline which prescribes assessment practices that adhere to the Principles of Assessment.
1. The program must include a detailed scope and sequence clearly demonstrating the indicated program duration.
2. The program delivery must comply with school systems/sector policies and procedures regarding duty of care, legal liability and insurance.
3. The provider must clearly indicate what constitutes successful completion of the program.

Applications for endorsement/re-endorsement of a TPEP must meet the criteria for all programs and the following additional criteria specifically for TPEPs:

1. The provider must demonstrate how the proposed program is used for university entry requirements and/or credit arrangements.
2. The program must clearly demonstrate how completion is determined, including relevant unit combinations required.
3. The provider must indicate whether the completion of the program can be used for recognition by other universities.

The endorsement process

The endorsement process takes approximately six months from submission of the final application to endorsement. Deadlines for submission of applications are advertised in Authority publications. A panel considers application for endorsement and/or re-endorsement. The panel comprises representatives from all education systems/sector and the Authority. It recommends, to the Board of the Authority, the period of endorsement and unit equivalence of each program based on its nature, scope and average learning time.

Maintenance of endorsed programs

TPEP provider contact details

The provider is contacted by the Authority at the beginning of each year throughout the period of endorsement to ensure that the organisation’s contact details are current and the information on the Authority website regarding the program is correct.

Achievement data validation

The TPEP provider is required to work with the Authority to check that the achievement data that schools report to the Authority is an accurate reflection of the achievement recorded by the TPEP provider. To this end, the provider must engage in a data cross-reference check on a rotational basis or as the need arises. To facilitate this process, as part of the student’s registration for the program, the TPEP provider must collect the student’s Western Australian Student Number (WASN).

Applying for re-endorsement

TPEP providers are invited to apply for re-endorsement at the beginning of the final year of endorsement.

Any program that has not attracted any enrolments over a three-year period of endorsement will not be eligible for re-endorsement.

Appendix 1: Application for endorsement/re‑endorsement of a Tertiary preparation program

Download this form from the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

Email the completed application to endorsed@scsa.wa.edu.au.

**Applicant details**

|  |  |
| --- | --- |
| **TPEP provider** |  |
| **Contact person** |  |
| **Role or title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Website** |  |

**Name of program**

As it should appear on the Western Australian Statement of Student Achievement (WASSA).

**Description of program**

Describe your program in 75–150 words. This will be the description displayed on the School Curriculum and Standards Authority website.

**Rationale**

State the reason/s that your organisation would like this program endorsed.

**Average learning time**

Identify the period over which this program is delivered.

(please circle)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| day/s  | week/s | month/s | term/s | semester/s | year/s |

Identify approximately **how many hours** a student must commit to complete this program.

|  |
| --- |
|  |

(Note: WACE unit equivalence allocated as per the Principles for Endorsement – Substantial learning.)

**Indicate the breakdown of learning time by activity:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of activity | Hours | Type of activity | Hours |
| Classroom or face-to-face instruction  |  | Practice |  |
| Training sessions |  | Rehearsal |  |
| Lectures/class tutorials |  | Assessment |  |
| Online learning |  | Performance |  |
| Private study\* |  | Workshops |  |
| Camps/field trips |  | Other |  |

\*Private study hours do not contribute to the allocation of unit equivalents.

**Program structure and delivery strategy**

Tick (✓) the statements that apply to the program delivery strategy for this program.

|  |  |  |  |
| --- | --- | --- | --- |
|  | On school premises |  | Off school premises |
|  | During normal school hours |  | Outside of normal school hours |
|  | In a concentrated block of time |  | Spread across a number of weeks or more |
|  | Run by school personnel |  | Run by non-school personnel |
|  | For individuals or small numbers |  | For larger groups or whole class |

**Participant profile**

Identify for whom this program is designed.

If endorsed by the Authority, indicate **how many** students in Years 10–12 are anticipated to undertake this program?

|  |
| --- |
|  |

Is this program **currently** being delivered to students in Years 10–12 in Western Australian schools?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes  |  | No  |

**Prerequisites**

List any prerequisites required to undertake this program.

**Personnel**

Identify the personnel who will be delivering this program. List their qualifications, competencies, experience, training or induction.

Note: if required, personnel working with children must have a current Working with Children Check. For comprehensive information on the Working with Children Check, go to [workingwithchildren.wa.gov.au](https://workingwithchildren.wa.gov.au/).

**Learning outcomes**

List the key learning outcomes of this program (typically a maximum of five).

**Learning and teaching program**

Describe what will be taught, when and how.

Please attach a detailed program outline to this application. Include content and learning breakdown with descriptions and lesson structures with allocation of learning times. Refer to any course syllabus document on the Authority website for the extent of content information required.

**Assessment**

Describe what will be assessed, when and how.

Please attach a detailed assessment outline to this application. Include task descriptions and assessment structures with allocation of assessment times.

**Achievement descriptors**

List the words that are used to describe achievement in the program (typically, one or two words such as ‘competent’, ‘achieved’, ‘pass’, ‘distinction’).

**Certification evidence**

Please attach a sample certificate, award, examination report or academic record.

**Certification requirements**

List the measures that are taken by the organisation to ensure the authenticity of certification (e.g. signature on the certificate, use of a logo).

**Minimum requirements for the program to be successfully completed**This may include portfolio, attendance, assessment tasks and/or performance.

**Resource requirements**

List the specialist facilities and/or equipment that are essential to the delivery of the program.

**Cost**

Estimate the costs associated with the delivery or certification of this program.

**Quality assurance**

List the procedures or protocols that are in place to ensure the delivery of a quality program.

**Record keeping**

Indicate the records that the organisation keeps.

Describe how and where records are kept and for how long.

**Program evaluation**

Describe how the organisation evaluates its program and how often.

**Longevity of program**

Identify how long the program has been running and how long it is anticipated the program will remain in its present form.

**Additional information or comment**

For further information or assistance in completing this application form, email the VET and Endorsed Programs team at endorsed@scsa.wa.edu.au.

Appendix 2: Endorsement checklist

|  |
| --- |
| Tertiary preparation program |
| **Provider:** | **Provider code:** |
| **Program title:** | **Program code:**  |
| **Endorsement checklist** | **Y/N** | **Comment** |
| Has the average learning time required for this program been identified? |  |  |
| Is this program currently delivered in school/s? |  |  |
| Is this program open to another school/schools? (School-developed only.) List the codes. |  |  |
| Have all costs been identified? |  |  |
| Has a teaching and learning program/syllabus been provided? |  |  |
| Has an assessment outline been provided? |  |  |
| Has a sample certificate been attached? |  |  |
| Are the requirements for issuing a certificate stipulated? |  |  |
| Have the achievement descriptors been identified?List the descriptors. |  |  |
| Have the program delivery strategies been identified? |  |  |
| Have the personnel been identified for the program? |  |  |
| Have the necessary resources been identified? |  |  |
| Has the organisation identified processes for assuring the quality of the program? |  |  |
| Are permanent records of achievement maintained? |  |  |
| Is the program evaluated and reviewed periodically? |  |  |
| Does the delivery of the program comply with school or systems/sector occupational safety and health and duty of care policies, including a current ‘Working with Children Check’ where required? |  |  |
| Has the Principal Consultant for the WACE course learning area provided comments on WACE course duplication, if applicable? |  |  |
| Has the Principal Consultant for the WACE course learning area provided details of the program’s depth and breadth in relation to the Principles for Endorsement? |  |  |
| **Recommended period of endorsement: from** \_\_\_\_\_ **to** \_\_\_\_\_\_ |
| **Recommended unit equivalence:** \_\_\_\_\_\_\_\_\_\_ **unit equivalent/s** |