# Government of South Australia LogoSACE Board LogoCommunity Learning Application Form

To be completed by community organisations that wish to have a community-developed program considered for recognition towards the SACE.

This document should be read in conjunction with SACE Board *Guidelines for approving community developed programs*.

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| 1. Community organisation information | |
| Name of organisation: | |
| Contact address: | |
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| Contact name: | Telephone: |
| Email: | |

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| 2. Program details |
| Name of program: |
| Intended student group – outline the characteristics of the students the program is intended to support, and any enrolment criteria or eligibility requirements. |
| How will the program meet the needs of these students? |
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| 3. Program rationale |
| * Does the program offer the opportunity for substantial learning that does not replicate a SACE Board approved subject? * How will recognition of this program promote diverse pathways and opportunities for students to personalise their learning? |
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| 4. Program description |
| Provide an overview of the program.  Is the nature, scope and complexity of the program of a standard consistent with senior secondary expectations?  Paperclip with solid fillPlease attach a copy of all relevant curriculum documents outlining key elements of the program, structure, nominal hours, time requirements, prerequisite/prior learning requirements, and what constitutes successful completion. |
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| Describe any recognition processes that already exist for the program (e.g. part of National Award Scheme, Vocational Education and Training (VET) units of competency, mapping against curriculum). |
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| 5. Learning requirements |
| Describe the learning that will occur during the program:   * describe the knowledge and understandings, and the underlying skills and attributes that students will develop as a result of engaging in the program * describe how the program promotes opportunities for students to progress their SACE capabilities? |
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| 6. Assessment |
| How will the learning requirements or competencies for this program be assessed? What evidence of learning will students need to provide? |
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| Describe the conditions under which assessment will take place, including any assessment before and during the program. |
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| Describe any recognition processes that already exist for the program (e.g. part of National Award Scheme, Vocational Education and Training (VET) units of competency, mapping against curriculum). |
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| 7. Performance standards |
| State the standards of assessment:   * Are the standards clear and easily understood by students? * Does the program provide students with the opportunity to address all criteria? * Are the standards clear and easily understood by trainers and assessors? |
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| 8. Delivery of program by instructor/trainer |
| Identify any delivery modes that are essential to this program. |
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| What qualifications, experience, and/or competencies are essential for leaders/trainers (including mandatory reporting training and working with children checks)? |
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| List specialist facilities and equipment essential to the delivery of the program. |
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| Identify any useful learning resources. |
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| 9. Evaluation |
| Describe how the organisation evaluates the effectiveness of the program in meeting student needs.  Include information about the frequency and type of evaluation (e.g. participant, organisational or trainer level). |
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| 10. Equal employment opportunity (EEO), occupational health, safety, and welfare (OHS&W), and duty of care |
| List the documentation that exists to support the organisation’s EEO, OHS&W, and Duty of Care policies, including Working with Children Checks and mandatory reporting protocols. |
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| 11. Certification |
| How is satisfactory completion of the program indicated? (e.g. Certificate, Parchment )  Paperclip with solid fillPlease attach a blank copy of relevant Certificates and/or Parchments |
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| 12. Record keeping |
| Where does the organisation store participants’ records and for how long are records kept? |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send the completed form and supporting documentation to [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au)

This course is endorsed by the SACE Board for a period of 3 years commencing \_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_.

A new application will need to be submitted by a program provider at the end of this period.