



Our Ref: 2016/50745

To the Principal
All Secondary Schools

SYLLABUS DELIVERY AUDIT (SDA) 2017

In 2017, the Authority will audit the delivery of all ATAR Year 11 syllabuses.

All schools are required to submit to the Authority the following documents for each ATAR Year 11 course they will deliver in 2017:

- a course outline
- an assessment outline.

The Authority will review the documents and provide a report for each course to the school. The report will outline actions the school needs to take, if required, to ensure the documents comply with WACE 2017 requirements.

Process

The SDA 2017 uploading and reporting processes are the same as for 2016.

Schools are advised that:

- The process will be conducted through the Student Information Records System 2 (SIRS2). The URL for the SDA 2017 page is <https://sirs2.scsa.wa.edu.au> Note: the page is **not** accessible through the current SIRS portal.
- The upload of the required documents can only be completed between **8.00 am Friday, 4 November 2016 and 4.00 pm Friday, 24 February 2017**. Schools will not be able to upload documents after this date.

Principals are reminded that while the Authority provides sample course and assessment outlines for guidance, it is the expectation of the Authority that teachers will develop documents customised to reflect their school's context and the needs of the student cohort.

Principals are requested to ensure that staff responsible for the uploading of the required documents follow the procedure outlined in the attached SDA 2017 School Coordinator handbook.

Enquiries regarding SDA 2017 should be directed to Graeme Quelch on 9273 6758 or graeme.quelch@scsa.wa.edu.au.

Your support with this important process is appreciated.

ALLAN BLAGAICH
CHIEF EXECUTIVE OFFICER

4 November 2016

Attachment 1 Syllabus Delivery Audit 2017 School Coordinator Handbook.