# 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.

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

|  |
| --- |
| 2. Program details |
| Name of program:  |
| Target group:  |
| Number of young people participating in the program (annually): |
| Number of years the organisation has been offering this program: |
| Geographical coverage of program area (e.g. Southern metro, Mid-North, Port Augusta): |

|  |
| --- |
| 3. Program rationale |
| State the philosophy and values underpinning the program:  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 4. Program description |
| Provide a general description of the program (e.g. key elements of the program, structure, nominal hours, time requirements). |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| State the general aims of the program in terms of the skills and knowledge that participants will be able to demonstrate on completion. |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 5. Learning requirements |
| State the learning requirements of the program:describe the knowledge and understandings, and the underlying skills and attributes that are fundamental to the activity. |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 6. Assessment |
| Describe how the learning requirements for this program are assessed. |
|  |
|  |
|  |
|  |
|  |
| State the conditions under which assessment will take place, including any assessment before and during the program. |
|  |
|  |
|  |
|  |
|  |
| 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). |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 7. Performance standards |
| State the standards of assessment:Are the standards clear and easily understood by trainers and assessors?Are participants able to address all the criteria for judging performance? |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 8. Delivery of program by instructor/trainer |
| Identify any delivery modes that are essential to this program. |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| Identify any specialist qualifications, experience, and/or competencies essential for leaders/trainers (including mandatory reporting and police checks). |
|  |
|  |
|  |
|  |
|  |
| List specialist facilities and equipment essential to the delivery of the program. |
|  |
|  |
|  |
|  |
|  |
| Identify any useful learning resources. |
|  |
|  |
|  |
|  |

|  |
| --- |
| 9. Evaluation |
| Describe how the organisation evaluates the program.Include information about the frequency and type of evaluation (e.g. organisational or trainer level). |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 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. |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 11. Certification |
| How is satisfactory completion of the program indicated? (e.g. Certificate, Parchment )Include a blank copy of relevant Certificates and/or Parchments |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 12. Record keeping |
| Where does the organisation keep participants’ records of completion and for how long are records kept? |
|  |
|  |
|  |
|  |
|  |
|  |

Please send the completed form to askSACE@sa.gov.au