

Entering Community Developed Learning in Schools Online

1. In Schools Online, select the 'Community Learning' option from the 'Recognition' menu to open the search screen.

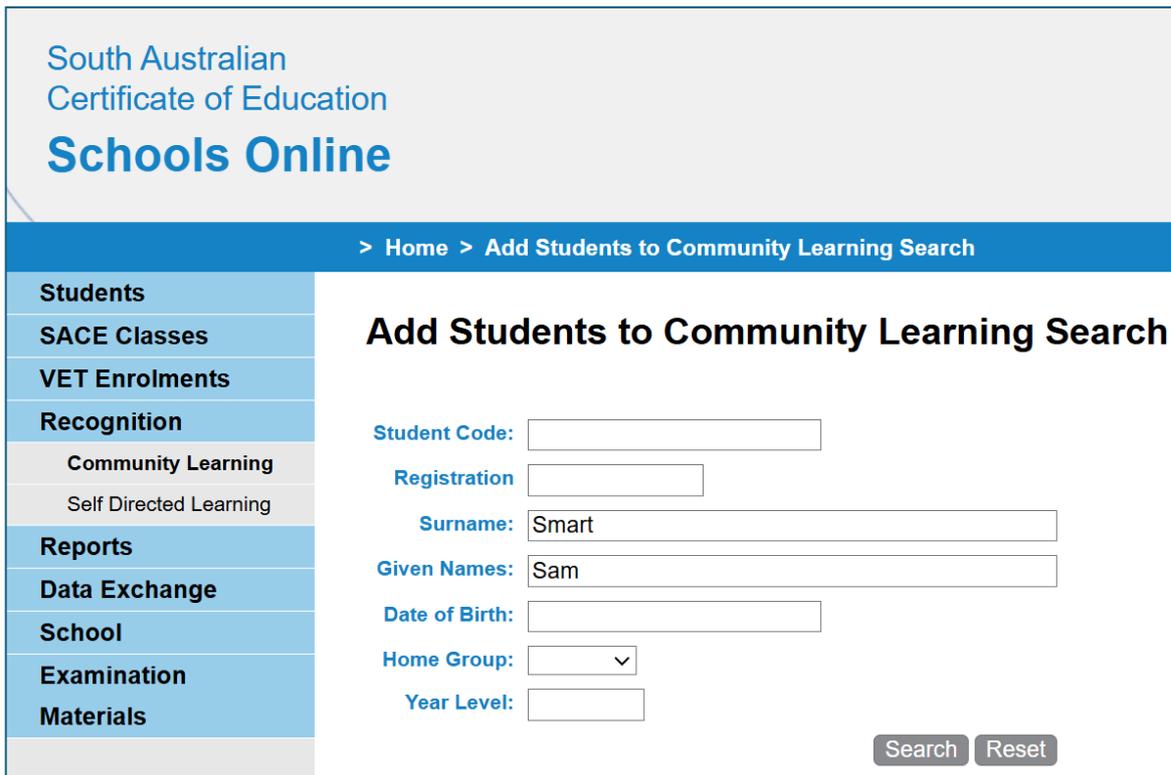


South Australian
Certificate of Education
Schools Online

> Home

- Students
- SACE Classes
- VET Enrolments
- Recognition
 - Community Learning
 - Self Directed Learning
- Reports
- Data Exchange

2. Enter the relevant search criteria to find your student(s)



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> Home > Add Students to Community Learning Search

Add Students to Community Learning Search

Student Code:

Registration:

Surname:

Given Names:

Date of Birth:

Home Group:

Year Level:

Search Reset

- Select the Organisation from the 'Organisation' dropdown list. This will automatically populate the "Program" list box with all relevant awards.

Home > Add Students to Community Learning Search > Community learning

Community learning

Organisation

Select organisation

- Australian Air Force Cadets
- Australian and New Zealand Cultural Arts Limited
- Australian Army Cadets
- Australian Business Week
- Australian Calisthenics Federation
- Australian Guild of Music and Speech

Program

Select program

Add Students **Reset**

Prev 1 Next Search:

<input checked="" type="checkbox"/>	Registration	Student name	Gender
<input checked="" type="checkbox"/>	808725F	Smart, Sam	M

Showing 1 to 1 of 1 entries

- Select the award/program the student(s) completed, ensure the student is selected by ticking the checkbox, and then click the 'Add Students' button.

Home > Add Students to Community Learning Search > Community learning

Community learning

Organisation

Australian Air Force Cadets

Program

Home Training - Advanced course (1ZCA20)

- Home Training - Advanced course (1ZCA20)
- Home Training - Proficiency course (1ZCA20)
- Home Training - Qualified course (2ZCA20)

Community learning cannot be entered after 1 Dec 2026

Add Students **Reset**

Prev 1 Next Search:

Student list

<input checked="" type="checkbox"/>	Registration	Student name	Gender
<input checked="" type="checkbox"/>	808725F	Smart, Sam	M

Showing 1 to 1 of 1 entries

- The next screen displays a summary of the details you entered. You will now need to submit the entry by clicking on the 'Submit' button. *If you have entered Community Learning in error, you can click on the trash can and delete the application and start again*

Home > Add Students to Community Learning Search > Community learning

Community learning

Organisation: Australian Air Force Cadets

Program: Home Training - Advanced course (1ZCA20)

Community learning cannot be entered after 1 Dec 2026

Prev 1 Next Search:

Students selected for the program

Student name	Registration	Gender	Organisation	Program	SACE Code	Action
Smart, Sam	808725F	M	Australian Air Force Cadets	Home Training - Advanced course	1ZCA20	

Showing 1 to 1 of 1 entries

Prev 1 Next

Submit

- Please note, for Music awards/programs you will need to enter the type of instrument the student used.

Home > Add Students to Community Learning Search > Community learning

Community learning

Organisation: Australian Guild of Music and Speech

Program: Practical Music Grade 5 (1ZCP10)

Community learning cannot be entered after 1 Dec 2026

Prev 1 Next Search:

Students selected for the program

Student name	Registration	Gender	Organisation	Program	Additional details	SACE Code	Action
Smart, Sam	808725F	M	Australian Guild of Music and Speech	Practical Music Grade 5	Piano	1ZCP10	

Showing 1 to 1 of 1 entries

Prev 1 Next

Submit

- When you click the 'Submit' button a confirmation dialogue box will appear. If the student's completed recognised community learning has been verified, click the 'Yes' button. The recognised community learning will then be successfully entered.

!

Submit

The Principal's Delegate has verified that the student(s) have completed a recognised community learning program.

Evidence of the completed award or certificate is securely held at the school and will be provided to the SACE Board upon request for auditing purposes.

Yes

No

- You can view a student's granted community learning on the 'View Enrolments' screen. From this screen, you can also select the 'Add Community Learning' hyperlink to enter any recognised community learning for the student.

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Schools Online

> Home > Students > Student Search (Own School) > View Student > View Enrolments

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Student Reports

View Enrolments

Student Smart, Sam

Registration 808725F

Contact School 000 - SACE Board High School

ATAR | ✓ Completion Check

[Add to SACE Classes](#) | [Add VET Enrolment](#) | [Add Self Directed Learning](#) | Add Community Learning

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2026	1ANT10	Ancient Studies	1		1	J	E				
<input type="checkbox"/>	2026	1BGY10	Biology	1		1	J	E				
<input type="checkbox"/>	2026	1BNV10	Business Innovation	1		1	J	E				
<input type="checkbox"/>	2026	1CEM10	Chemistry	1		1	J	E				
<input type="checkbox"/>	2026	1EIF10	Exploring Identities and Futures	4		1	J	E				
<input type="checkbox"/>	2026	1ESH10	English	1		1	J	E				
<input type="checkbox"/>	2026	1MAM10	Mathematics	1		1	J	E				
<input type="checkbox"/>	2026	1ZCA20	Australian Air Force Cadets - Granted Home Training - Advanced course									

Select All | Clear All

Delete Selected
Withdraw Selected

9. You can also check a student’s recognised community learning by generating the ‘Recognition Application Summary’ report under ‘Student Reports’ in the ‘Reports’ menu.

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> Home > Reports Home Page > Student Reports Selection

Students	<h2 style="margin: 0;">Student Reports Selection</h2> <p style="margin: 5px 0;">Report Type ▼</p> <ul style="list-style-type: none"> <li style="padding: 2px;">Declarations Checklist <li style="padding: 2px;">Potential Completion Details <li style="padding: 2px; background-color: #0070c0; color: white;">Recognition Application Summary <li style="padding: 2px;">Student Details <li style="padding: 2px;">Student Summary <li style="padding: 2px;">Student Tracking Summary <li style="padding: 2px;">Students Online <li style="padding: 2px;">Students without a CEA record <li style="padding: 2px;">VET Unit Of Competency By Student
SACE Classes	
VET Enrolments	
Recognition	
Reports	
Report Status	
Student Reports	
SACE Class Reports	
VET Reports	
Results Reports	
SACE Schools Data	
Data Exchange	
School	
Examination	
Materials	

Registration Number	Name	Enrolment Year	Application Type	Category	Source	Available Allocations	SACE Board Status	Code
111111E	Student 1, A	2026	Stage 2 Status	Community Learning		Australian Music Examinations Board	Granted	2ZCM10
222222W	Student 2, B	2026	Stage 1 Status	Community Learning		SA Country Fire Service	Granted	1ZCF20
333333R	Student 3, C	2026	Stage 1 Status	Community Learning		SA Country Fire Service	Granted	1ZCF20
444444T	Student 4, D	2026	Stage 1 Status	Community Learning		Australian Army Cadets	Granted	1ZCC10
			Stage 2 Status	Community Learning		AUSTSWIM (SA Business Centre)	Granted	2ZC510
555555F	Student 5, E	2026	Stage 1 Status	Community Learning		Australian Army Cadets	Granted	1ZCC10
			Stage 2 Status	Community Learning		AUSTSWIM (SA Business Centre)	Granted	2ZC510
666666T	Student 6, F	2026	Stage 1 Status	Community Learning		SA Country Fire Service	Granted	1ZCF20
777777L	Student 7, G	2026	Stage 2 Status	Community Learning		Australian Music Examinations Board	Granted	2ZCM10
808725F	Smart, Sam	2026	Stage 1 Status	Community Learning		Australian Air Force Cadets	Granted	1ZCA20
999999C	Student 9, K	2026	Stage 1 Status	Community Learning		SA Country Fire Service	Granted	1ZCF20