# 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.

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

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| 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): |

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| 3. Program rationale |
| State the philosophy and values underpinning the program: |
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| 4. Program description |
| Provide a general description of the program (e.g. key elements of the program, structure, nominal hours, time requirements). |
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| State the general aims of the program in terms of the skills and knowledge that participants will be able to demonstrate on completion. |
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| 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. |
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| 6. Assessment |
| Describe how the learning requirements for this program are assessed. |
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| State 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 trainers and assessors?  Are participants able to address all the criteria for judging performance? |
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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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| Identify any specialist qualifications, experience, and/or competencies essential for leaders/trainers (including mandatory reporting and police 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 program.  Include information about the frequency and type of evaluation (e.g. 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. |
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| 11. Certification |
| How is satisfactory completion of the program indicated? (e.g. Certificate, Parchment )  Include a blank copy of relevant Certificates and/or Parchments |
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| 12. Record keeping |
| Where does the organisation keep participants’ records of completion and for how long are records kept? |
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Please send the completed form to [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au)