

Application to register an independent school

Application formform – Register an independent school

Associated documents

* [Guidelines to the Minimum Standards and Requirements for School Registration (the Guidelines)](https://www.vrqa.vic.gov.au/Documents/schoolsgdlines.docx)
* [Application to Register an Independent School – Information sheet](https://www.vrqa.vic.gov.au/Documents/schreginfosht.docx)
* [Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises](https://www.vrqa.vic.gov.au/Documents/MinOrder1359childsafe.pdf)
* [Ministerial order No. 706 – Anaphylaxis management in Victorian schools and school boarding premises](https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf)
* [Guidelines on Bushfire Preparedness – Registered Schools and School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/bushfireguidelines.docx)

For more information, see:

* [Minimum Standards and other requirements for schools](https://www.vrqa.vic.gov.au/schools/Pages/standards-guidelines-requirements-for-schools.aspx)

You are required to supply supporting documentation and evidence of compliance. An evidence checklist is provided at Part C of this application.

To help you meet all documentation and evidence requirements of the application, you will find evidence prompts throughout the application form, as indicated in the table below.

|  |  |
| --- | --- |
| **Evidence prompt** | **Indicates that** |
| Please provide | documentation is to be included as evidence |
| Please complete, and include | hyperlinked document is to be downloaded, completed, and included in this application |
| ▼ | information can be submitted after the closing date, once available, but must be submitted prior to registration |

Electronic files are to be named as per the item number in the evidence checklist, e.g. C.1.5.i Philosophy.doc

Submitting your application

Submit an electronic copy of your application to the VRQA Schools inbox as a zip file at:

* [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au)

Use the format below when naming your electronic files:

**<checklist\_number>\_<school\_name>.docx**

When naming your electronic files:

the file names should be named as per the item numbers in the evidence checklist (Part C of this application)

keep the filenames short and do **NOT** use apostrophes, ampersands (&) or dashes

use the school initials rather than full school name

If your application contains multiple documents for the same item number, include a modifier (i.e. a, b, c…) at the end of the item number

if the documents contain images, please ensure size does not exceed 50 MB

limit any folder to 1–2 sub-folders.

Consider the following examples:

C.1.1.ia\_Democratic\_Principles\_WPS.docx

C.1.1.ib\_ Democratic\_Principles\_WPS.docx

Disclaimer: While applications will only be accepted in electronic format, the VRQA may request paper copies of documents during the assessment process.

Once your application is assessed as complete, an invoice will be sent to your nominated contact for invoicing and as soon as the application fee is paid, the assessment phase will commence.

Privacy disclaimer

The VRQA requires the information collected in this application for the purpose of registering and regulating schools under the *Education and Training Reform Act 2006* (the Act). Once registered, some information about schools will be made available to the public on the State Register. Information may also be shared with other government organisations if required for their functions, in accordance with the Act. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*.

To learn more about how the VRQA handles personal information, access the VRQA privacy policy:

* [Information Privacy Policy](https://www.vrqa.vic.gov.au/Documents/privpolicy.docx)

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| **School Name** | |  | | | | | | | | | | |
| Part A – Proposed School Information | | | | |  | | | | | | | |
| **A.1** | **Legal entity (proprietor) details** | | | | | | | | | | | |
| A.1.1 | Legal entity name  Invoices will be addressed in this name | |  | | | | | | | | | |
| A.1.2 | Legal entity contact | | Full name  (Mr. Mrs. etc) | | |  | | | | | | |
| Position | | |  | | | | | | |
| A.1.3 | Legal entity type | |  | Company limited by guarantee | | |  | Company limited by shares | | | | |
|  | Incorporated entity/association | | |  | Unincorporated entity/association | | | | |
|  | Co-operative | | |  | Other please specify: | | | | |
| A.1.4 | Postal address | | Street address | | |  | | | | | | |
| Suburb/town | | |  | | | Postcode | |  | |
| Telephone | | |  | | | | | | |
| Email | | |  | | | | | | |
| A.1.5 | Australian Company Number (ACN)\* | |  | | | | | | | \*If applicable | | |
| A.1.6 | Australian Business Number (ABN) | |  | | | | | | | | | |
| A.2 | **School details** | | | | | | | | | | | |
| A.2.1 | Proposed school name | |  | | | | | | | | | |
| A.2.2 | Principal’s details ▼ | | Full name  (Mr. Mrs. etc) | | |  | | | | | | |
| Email | | |  | | | | | | |
| Telephone | | |  | | | | | | |
| Mobile | | |  | | | | | | |
| A.2.3 | School address | | Street address | | |  | | | | | | |
| Suburb/town | | |  | | | Postcode | | |  |
| Telephone | | |  | | | | | | |
| Email address | | |  | | | | | | |
| Website ▼ | | |  | | | | | | |
| A.2.4 | Postal address  if different from above | | Street address | | |  | | | | | | |
| Suburb/town | | |  | | | Postcode | | |  |
| A.2.5 | Information for any additional campuses | | Campus name | | |  | | | | | | |
| Street address | | |  | | | | | | |
| Suburb/town | | |  | | | Postcode | | |  |
| Telephone | | |  | | | | | | |
| Email | | |  | | | | | | |
| Website ▼ | | |  | | | | | | |

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| A.3 | | **Contact for application** | | | | | | | | | | | | | | | | | | | | | | | |
| A.3.1 | | Contact person | | | | | Full name  (Mr. Mrs. etc) | | | |  | | | | | | | | | | | | | | |
| A.3.2 | | Position | | | | |  | | | | | | | | | | | | | | | | | | |
| A.3.3 | | Postal address | | | | | Street address | | | |  | | | | | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | | | | | Postcode | | |  | |
| Telephone | | | |  | | | | | | | | | | | | | | |
| Mobile | | | |  | | | | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | | | | |
| A.3.4 | | Contact for invoicing | | | | | Full name | | | |  | | | | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | | | | |
| A.3.5 | | Emergency Contact  Please note this person will be added to the Emergency Contacts Register | | | | | Full name | | | |  | | | | | | | | | | | | | | |
| Mobile:  Alternate or after-hours number: | | | |  | | | | | | | | | | | | | | |
| Email: | | | |  | | | | | | | | | | | | | | |
| A.3.6 | | Is the new school you are applying to register the result of the amalgamation of two or more registered schools? | | | | |  | | | Yes | | | | |  | | No | | | | | | | | |
|  | | | Please complete and include:  [Amalgamating schools’ details](http://www.vrqa.vic.gov.au/Documents/registrationamendment-amalgamation.doc) | | | | |  | | Go to A.4 Affiliation of school | | | | | | | | |
| A.4 | | **Affiliation of school** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Religious or other | | | |  | | Yes, please specify: | | | | | | | | | | | | | | |  | | No |
| A.5 | | **Type of school** | | | | | | | | | | | | | | | | | | | | | | | |
|  | Tick all that apply  \*See Information Sheet for details | | | |  | | | | Primary | | |  | | Secondary | | | |  | | | | | | | |
|  | | | | Co-educational | | |  | | Single sex | | | |  | | Boys | |  | | | Girls |
|  | | | | Specific purpose\* | | |  | | Specialist\* | | | |  | | | | | | | |
| A.6 | | **Proposed date of commencement** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Date (day, month, year) | | DD | | | | | | | | | MM | | | | | | YYYY | | | | | | |
| A.7 | | **Year levels to be offered ▼** | | | | | | | | | | | | | | | | | | | | | | | |
| Year level | | | Age range of students | | | | | | | | | | No. of students | | | | | | | | | | | | |
| *e.g. Year 7* | | | *11–13.5 years* | | | | | | | | | | *17 students* | | | | | | | | | | | | |
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| *Please add additional rows as required.* | | | | | | | | | | | | | Total | | |  | | | | | | | | | |

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| A.8 | | **Foundation and Senior secondary** | | | | | | | | | | | |
| A.8.1 | | Are you proposing or will you propose to offer a senior secondary or foundation secondary qualification as part of this application to register your school? | |  | Yes | | |  | No | | | | |
|  | Go to [A.8.2](#A_8_2) | | |  | Go to [A.9](#A_9) | | | | |
| A.8.2  A.9 | | Select appropriate | |  | I intend to offer a limited number of VCE units in Year 10 | | | | | | | | |
| Number of VCE units to be offered in Year 10: | | | | | |  | | | |
| As part of this application, in Years 11 and 12 I intend to deliver a full: | | | | | | | | | |
|  | VCE course | | | | | | | |  |
|  | VPC course | | | | | | | |  |
|  | IB Diploma Programme | | | | | | | |  |
| I intend to amend my registration in a future application to include a full: | | | | | | | | | |
|  | VCE course | | | | | | | |  |
|  | VPC course | | | | | | | |  |
|  | IB Diploma Programme | | | | | | | |  |
| A.9 | | **Existing registrations held by the legal entity** (tick all that apply) | | | | | | | | | | | |
|  | |  | Registered Training Organisation (RTO) | | | Training Organisation Identification (TOID) No: | | | | |  | | |
|  | CRICOS | | | Provider No: |  | | | | | | |
|  | Senior Secondary VCE | | |  | | | | | | |  |
|  | Senior Secondary IB | | |  | | | | | | |  |
|  | Foundation Secondary VPC | | |  | | | | | | |  |
|  | School Boarding Premises | | | | | | | | | |  |
|  | Australian Skills Quality Authority (ASQA) | | | | | | | | | |  |
|  | Tertiary Education Quality Standards Agency (TEQSA) | | | | | | | | | | |
| Part B – Governance Information | | | | | | | | | | | | | |
| B.1 | | **Chair of governing body** (if applicable) **▼** | | | | | | | | | | | |
| B.1.1 | Chair of governing body | | | Full name | | |  | | | | | | |
| B.1.2 | Chair’s title | | |  | | | | | | | | | |
| B.1.3 | Postal address | | | Street address | | |  | | | | | | |
| Suburb/town | | |  | | | | Postcode |  | |
| Telephone | | |  | | | | | | |
| Mobile | | |  | | | | | | |
| Email | | |  | | | | | | |

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| Part C – Supporting documentation and evidence of compliance (evidence checklist) | | | | | | | | | |  |
| C.1 | | School governance | | | | | | | |  |
| C.1.1 | | Democratic principles  Please provide: | | | C.1.1.i | A statement affirming that the school adheres to the principles. This might be included in the school’s constitution, prospectus, handbook or statement of values or philosophy. | | | |  |
| C.1.2 | | Governance  Please provide: | | | C.1.2.i | An outline of the governing body’s structure and membership including details of the experience and expertise of the members of the board or governing body, and the name of the school’s proprietor and the legal entity type.  Provide evidence that the legal entity is appropriately registered.  Include a diagram of the school governance structure identifying the proprietor, the school governing body, any committees of the Board, any related entities – as appropriate. | | | |  |
| C.1.2.ii | Details of the member(s) of the company, if the school is a company limited by guarantee or incorporated association (for example, the register of members). | | | |  |
| C.1.2.iii | Copies of all delegations from the governing body. For example, financial or non-financial delegations made from the school governing body to the school principal. | | | |  |
| C.1.2.iv | The company or association's approved constitution or rules of association.  For schools operating or intending to operate an early learning centre (ELC) that is a feeder for enrolments to the school, there must be provision in the constitution or rules of association for the delivery of ELC services. | | | |  |
| C.1.2.v | A conflict of interest register for all responsible persons (as defined in the Education and Training Reform Regulations 2017) and a plan detailing how any conflict will be managed. | | | |  |
| C.1.2.vi | The most recent financial statement for the company or association which must be audited by a registered auditor. | | | |  |
| C.1.2.vii | The school's governance charter, outlining the key functions and responsibilities of the school board and any subcommittees. | | | |  |
| C.1.2.viii | The school’s strategic plan. | | | |  |
| C.1.2.ix | The school's business plan which is validated by an independent qualified accountant, and which must include:   * enrolment estimates and assumptions * the Direct Measure of Income (DMI) score for the school, or the equivalent thereof, if the Commonwealth Department of Education, Skills and Employment cannot calculate a DMI score for the school * estimated State and Commonwealth grant funding * five-year financial forecast.   Note: The business plan must be validated by an independent qualified accountant who is not employed by or associated with the school or a related entity. The accountant should provide a signed statement that confirms the reasonableness of the business plan and validates any underlying assumptions. | | | |  |
| C.1.2.x | Complete and include the:   * [Financial capability assessment.](http://www.vrqa.vic.gov.au/Documents/schregappSchedule1.xlsx)   Please save as an Excel spreadsheet, not a PDF. | | | |  |
| C.1.2.xi | Evidence of registration as a charity with the Australian Charities and Not-for-Profits Commission | | | |  |
| C.1.3  Not-for-profit-status  Please provide: | | | | | C.1.3.i | Complete and include a:   * [Declaration of a school’s not-for-profit status](https://www.vrqa.vic.gov.au/Documents/schattest.docx)   The statutory declaration must be executed by the chair of the school governing body.  For a definition of ‘not for profit’ refer to regulation 7 see Appendix 1 of the Guidelines. | | | |  |
| C.1.3.ii | Copies of agreements, contracts or arrangements with third parties that are **related entities** (within the meaning of section 9 of the Corporations Act 2001) or any person or for-profit or not-for-profit organisation affiliated with the school (for example, affiliated religious groups).  See note at C.1.3.iii below.  Applicants will need to demonstrate that these agreements or arrangements are on commercial or better than commercial terms, in the best interests of the proposed school and do not constitute a ‘prohibited agreement or arrangement’ within the meaning of regulation 7A of the ETR Regulations and otherwise not a breach of the not-for-profit minimum standard as detailed in regulation 7. See Appendix 1 of the Guidelines. | | | |  |
| C.1.3.iii | Copies of any loan agreements, guarantees and the like to or from third parties that are related entities and/or affiliated organisations or persons.  Applicants will need to demonstrate that these agreements or arrangements are on commercial or better than commercial terms, in the best interests of the proposed school and do not constitute a ‘prohibited agreement or arrangement’ within the meaning of regulation 7A of the ETR Regulations and otherwise not a breach of the not-for-profit requirements as detailed in regulation 7. See Appendix 1 of the Guidelines.  Such agreements may include but are not limited to arrangements for the provision of:  administrative, management and financial services  education services including where the school contracts with another school, an RTO or any other provider (where the school is registered to provide foundation or senior secondary courses, please see *Additional requirements for foundation and senior secondary providers* in the Guidelines)  leases or licences for premises occupied or used by the school  loans or security.  Note: Schools must have a written agreement for any loans or agreements or arrangements for the delivery of services to the school or to its students. With the exception of applicants apply for registration to provide an accredited senior secondary course, applicants are **only required to provide copies of written agreements with related entities**. | | | |  |
| C.1.3.iv | If any agreement is with a related entity or affiliated person or organisation of the school, its proprietor or any responsible person, provide information about the school’s relationship with that related entity or affiliated organisation or person. | | | |  |
| C.1.3.v | For an applicant seeking to operate an ELC:   * a published statement to the effect that a proportion of funds raised or fees collected by the school may be used to support the operation of the ELC. The statement must be published in general policies, such as the enrolment policy, enrolment agreement, fee schedule or policy, and promotional materials * separate financial records for the school and ELC, with cross-subsidisation clearly identifiable * copies of any loan or security arrangements for the purpose of constructing or maintaining ELC infrastructure supporting the ELC. | | | |  |
| C.1.4 | | Probity ▼  Please provide: | | | C.1.4.i | Complete and include:   * a [Fit and proper person declaration](https://www.vrqa.vic.gov.au/Documents/FitPropDec.docx) from each responsible person   Each responsible person must complete a declaration. For a definition of a ‘responsible person’, see Appendix 1 of the Guidelines. | | | |  |
| C.1.4.ii | A list of each responsible person, their role and a summary of the qualifications and experience of each person.  For a definition of a ‘responsible person’, see Appendix 1 of the Guidelines. | | | |  |
| C.1.5 | | Philosophy  Please provide: | | | C.1.5.i | A statement of the school’s philosophy which includes the vision, mission, values and objectives of the school. | | | |  |
| C.1.5.ii | A description of how the school enacts its philosophy. | | | |  |
| C.1.5.iii | An outline of where the school has published a statement of its philosophy. | | | |  |
| C.2 | **Enrolment** | | | | | | | |  | |
| C.2.1 | Student enrolment numbers **▼**  Please provide: | | | | C.2.1.i | | | Forecast number of enrolments.  There must be evidence in the form of the forecast number of enrolments, as declared in the application to register a school form. The actual numbers must be provided to the VRQA as soon as they become known or available and prior to registration. |  | |
| C.2.2 | Enrolment policy  Please provide: | | | | C.2.2.i | | | A copy of the school’s enrolment policy and procedures which make clear who is eligible for enrolment as a domestic student. |  | |
| C.2.2.ii | | | A copy of the school’s enrolment agreement with parents or guardians which complies with all State and Commonwealth laws, including the Australian Consumer Law. The agreement must be publicly available and cover, at a minimum:   * codes of conduct for students, and parents and guardians * fees * educational services provided * the grounds on which the agreement may be terminated. |  | |
| C.2.3 | Register of enrolments **▼**  Please provide: | | | | C.2.3.i | | | The school’s enrolment register (a pro forma is acceptable). |  | |
| C.2.3.ii | | | The processes and procedures to ensure the enrolment register is kept up-to-date. |  | |
| C.2.4 | Attendance register | | | | C.2.4.i | | | The form that the attendance register will take (a pro forma is acceptable). |  | |
| C.3 | | | **Curriculum and student learning** | | | | | |  | |
| C.3.1 | | | Curriculum framework  Please provide: | C.3.1.i | | | | A curriculum plan showing how the learning areas will be substantially addressed and how the curriculum will be organised and implemented, including number of teaching hours delivered in the eight key learning areas. |  | |
| C.3.1.ii | | | | Timetables that demonstrate how the eight key learning areas are delivered. |  | |
| C.3.1.iii | | | | An explanation of how and when the curriculum and teaching practice will be reviewed. |  | |
| C.3.1.iv | | | | An outline of how the school will deliver its curriculum. |  | |
| C.3.2 | | | Student learning outcomes  Please provide: | C.3.2.i | | | | The school’s documented strategy to improve student learning outcomes. The strategy must include:   * policies and procedures for reviewing the curriculum and teaching practices * the processes the school will use to set goals and targets for outcomes for all students including students at risk * what data will be collected, and how it will be analysed and used to improve student learning outcomes. |  | |
| C.3.3 | | | Monitoring and reporting on students’ performance  Please provide: | C.3.3.i | | | | The school’s policies and procedures for assessing and monitoring student progress and achievement, and how this is reported to parents and guardians. This evidence must include statements about how it meets Commonwealth Government student reporting requirements. |  | |
| C.4 | | | **Care, safety and welfare of students** | | | | | |  | |
| C.4.1 | | | Care, safety and welfare of students  Please provide: | The school’s policies and procedures for: | | | | | | |
| C.4.1.i | | | * the duty of care owed to students including:   + that it owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury   + that it owes a duty to take reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises   + that it owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation   + that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care | |  | |
| C.4.1.ii | | | when it may be necessary to use restrictive interventions to protect the safety of a student and members of the school community | |  | |
|  | | | * + anti-bullying and harassment, including cyber bullying | |  | |
| * + appropriate arrangements for on-site supervision of students | |  | |
| * + appropriate arrangements for supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location (refer to *Emergency bushfire management* in the Guidelines for further details) | |  | |
| * ensuring the safety and welfare of students learning with another provider (when the school contracts with another school, a registered training organisation or an organisation not registered as an education or training provider).   **Please provide a copy of any agreements/contract in place with a third party** | |  | |
| * arrangements for ill students | |  | |
| * accidents and incident register | |  | |
| * first aid | |  | |
| * distributing medicine | |  | |
| * internet use | |  | |
| C.4.1.iv | | | managing complaints and grievances including how the school’s policies and procedures:   * ensure procedural fairness * are accessible to the school community and are consistent with the school’s enrolment agreement. | |  | |
| The school’s: | | | | | | |
| C.4.1. v | | | current register of staff trained in first aid (a pro forma is acceptable at the point of application. A completed register must be provided prior to registration) | |  | |
| C.4.1. vi | | | records of student medical conditions and management (a pro forma is acceptable) | |  | |
| C.4.1.vii | | | emergency management plan that addresses emergency and critical incidents. It must be   * updated as required * reviewed at least annually and immediately after any significant incident * be site specific and include local threats, hazards and corresponding response procedures. * all buildings on site must be included – placement of portables and temporary fencing must be indicated.   An emergency management plan addresses emergency and critical incidents which include:   * circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff * incidents requiring school closure, lockdown, or reduction of number of students or staff attending * death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as an RTO.   Note: for new schools under construction, some material such as evacuation maps may not be ready at time of submission but must be submitted to VRQA before registration is granted | |  | |
| C.4.1.viii | | | evidence of how the school communicates policies and procedures on the care, safety and welfare of students to staff, students, parents, guardians and the school community. | |  | |
| C.4.2 | | | Child safety  Please provide: | C.4.2.i | | | A school’s policies and procedures for ensuring all staff understand:   * mandatory reporting * the failure to disclose offence * the failure to protect offence * the grooming offence * the Reportable Conduct Scheme   For more information about mandatory reporting, the failure to disclose and the failure to protect offence, see: [justice.vic.gov.au](http://www.justice.vic.gov.au)  Under the Reportable Conduct Scheme, a head of an organisation is required to notify the Commission for Children and Young People of all allegations of reportable conduct by employees and volunteers. For more information about the Reportable Conduct Scheme, see: [ccyp.vic.gov.au/reportable-conduct-scheme/](https://ccyp.vic.gov.au/reportable-conduct-scheme/) | |  | |
| C.4.2.ii | | | Policies, procedures, measures and practices in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises.  Note:A school’s policies and procedures must be contextualised to its student cohort, the school environment and consistent with the school’s philosophy.  Note: Applicants must demonstrate how the governing body will comply with its obligations under Ministerial Order No. 1359 and how it will have appropriate oversight of child safety at the school. | |  | |
| Anaphylaxis management  Please provide: | C.4.2.iii | | | | A policy and procedures in accordance with [Ministerial Order No. 706](https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf), a communication plan and individual anaphylaxis management plans for any student at risk of anaphylaxis. | |  |
| C.4.2.iv | | | A policy and procedures in accordance with [Ministerial Order No. 706](https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf), a communication plan and individual anaphylaxis management plans for any student at risk of anaphylaxis. | |  | |

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| C.4.3 | Emergency bushfire management  Please provide: | C.4.3.i | | | A schedule for monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation. |  |
| C.4.3.ii | | | Procedures to ensure the safe storage of flammable materials. |  |
| C.4.3.iii | | | A schedule for regularly monitoring emergency access to buildings and grounds including that:   * the building exits will continuously be kept clear of obstructions * assembly points are designated and have appropriate access to emergency equipment * there is access to facilities and grounds for emergency vehicles. |  |
| **Step 1**  To find out if your school is to be placed on the Bushfire At-Risk Register contact: emergency.management@education.vic.gov.au | | | |  |
| **Step 2**  If your proposed school is to be placed on the Bushfire At-Risk Register, extra procedures apply. Please refer to the [Guidelines on Bushfire Preparedness – Registered Schools and School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc) and provide evidence of the school’s compliance with: | | | |  |
| C.4.3.iv | | | Guideline 2.2 Schools listed on the Bushfire At-Risk Register must have an EMP that details the school’s response to managing bushfire risk. |  |
| C.4.3.v | | | Guideline 2.3 Schools listed on the Bushfire At-Risk Register must inform students, staff and parents/guardians about their specific bushfire preparedness arrangements and train relevant staff in their bushfire preparedness roles. |  |
| C.4.3.vi | | | Guideline 2.4 Schools listed on the Bushfire At-Risk Register must maintain a register updated at least once per school term during the October–April bushfire season of bushfire emergency equipment and ensure it is in working order. |  |
| C.4.3.vii | | | Guideline 2.5 Schools listed on the Bushfire At-Risk Register must maintain notices of bushfire evacuation procedures and bushfire emergency contact numbers and locate them appropriately around the school. |  |
| C.4.3.viii | | | Guideline 2.8 Schools listed on the Bushfire At-Risk Register must consult local agencies, where relevant, (the Country Fire Authority, Metropolitan Fire and Emergency Services Board, local Council) on their bushfire preparedness and compliance with local bushfire regulation of buildings, facilities and grounds. |  |
| C.4.3.ix | | | Guideline 2.9 Schools listed on the Bushfire At-Risk Register with an on-site ‘shelter in place’ must consult with the relevant agency on the building’s compliance with relevant regulations. |  |
| C.4.4 | Student behaviour management (discipline)  Please provide: | C.4.4.i | | | A policy that explicitly prohibits corporal punishment. |  |
| C.4.4.ii | | | The school’s behaviour management policy and procedures which include:   * an explanation of the school’s approach to behaviour management and how it affords procedural fairness to students and * the steps for managing suspensions and expulsions of students. |  |
| C.4.4.iii | | | Procedures for maintaining a register of suspensions and expulsions. |  |
| C.4.4.iv | | | An outline of how the school communicates these policies and procedures to the school community. |  |
| C4.5 | Coronavirus (COVID-19) Safety  Please provide: | C.4.5.i | | | A COVIDSafe Plan. |  |
| C.4.6 | Attendance monitoring  Please provide: | C.4.6.i | | | The school’s policy and procedures to:   * check and record the daily attendance of all students * monitor attendance twice daily and identify absences from school or class * identify the person(s) with responsibility for monitoring daily attendance * follow up unexplained absences on the day of a student’s absence * notify parents and guardians of unsatisfactory attendance * maintain current contact details for parents and guardians * accurately record attendance on student files. |  |
| C.5 | Staff employment | | | | |  |
| C.5.1 | Teachers’ requirements  Please provide: | C.5.1.i | | | ▼ A register containing each teacher’s:   * name * Victorian Institute of Teaching (VIT) registration number * expiry and renewal date of the teacher’s registration * VIT category of registration (full registration, permission to teach). |  |
| C.5.1.ii | | | Procedures for maintaining the register. |  |
| C.5.1.iii | | | Procedures for managing teachers with conditions, limitations or restrictions on their registration or permission to teach. |  |
| C.5.2 | Compliance with the *Workers Screening Act 2020*  Please provide: | C.5.2.i | | | Procedures to ensure that all employees and volunteers required to do so by the *Workers Screening Act 2020*, have a current Working with Children Clearance (WWCC). |  |
| C.5.2.ii | | | A register of employees and volunteers with a WWCC which includes each employee’s:   * name * card number * expiry date. |  |
| C.5.2.iii | | | Procedures for maintaining the register. |  |
| C.6 | **School infrastructure** | | | | |  |
| C.6.1 | Buildings, facilities and grounds  Please provide: | C.6.1.i | | A copy of the permit to operate an education centre on the site (in some cases, a certificate of continual use can be provided in lieu of a permit). | |  |
| C.6.1.ii **▼** | | A copy ofthe documentation showing building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent. | |  |
| C.6.1.iii **▼** | | A copy of theessential safety measures register. | |  |
| C.6.1.iv | | A copy of the maintenance schedule for buildings, facilities and grounds. | |  |
| C.6.1.v | | Policy and procedures to ensure the school complies with the *Occupational Health and Safety Act 2004.* | |  |
| C.6.1.vi | | Documentation that reasonable adjustments have been made for students with a disability.  For example, adjustments made to the school buildings and facilities such as ramps, lifts and ambulant toilet facilities. | |  |
| C.6.2 | Educational facilities  Please provide: | C.6.2.i | | A plan of the school showing the location of facilities available for each program offered across the school day. | |  |
| C.7 | **Are you proposing to offer a foundation secondary or senior secondary course?** | | | | |  |
|  | | Yes |  | Go to C.8 | | |
| No |  | [Go to Part D](#partD) | | |

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| C.8 | **Accredited foundation secondary or senior secondary course** | | | | | | | | | | | | |  | |
| C.8.1 | Which foundation secondary and/or senior secondary course/s are you applying to deliver? |  | | VCE | | | | | | | | | | | |
|  | | VPC | | | | | | | | | | | |
|  | | IB Diploma Programme | | | | | | | | | | | |
| C.8.2 | VCE and/or VPC units to be offered  Please add additional rows as required | Code /  Unit No. | | | | | VCE or VPC | Title of VCE or VPC Unit | | | Total hours of delivery p/week | Total delivery in hours | Code /  Unit No. | | |
| *E.g. EO01* | | | | | *VCE* | *English Unit* | | | *4.2 hours* | *60 hours* | *E.g. EO01* | | |
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| C.8.3 | Partnerships | Will any part of the accredited course be delivered by another provider (registered training organisation, TAFE, another school, etc.)? | | | | | | | | | | | | | |
| Yes |  | | | | Go to C.8.4 | | If the school shares responsibility for delivering a foundation secondary or senior secondary course with another provider, there must be evidence in the form of a copy of a binding written agreement between the school and the provider stating how the requirements of the minimum standards for delivery of a foundation secondary or senior secondary course will be met. | | | | | | |
| No |  | | | | Go to C.8.5 | | | | | | | | |
| C.8.4 | Proposed partner organisations  Please add additional rows as required | Name of proposed partner organisation | | | | | | | | Responsibilities of partner organisation – course to be delivered | | | | | |
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| C.8.5 | Principles to apply | Evidence for this standard is addressed in C.1. | | | | | | | | | | | |  | |
| C.8.6 | Governance and probity | Evidence for this standard is addressed in C.1.2 and C.1.3. | | | | | | | | | | | |  | |
| In addition, there must be evidence that: | | | | | | | | | | | | | |
| C.8.6.i | | | | | the physical environment is sufficient to support the delivery of the course | | | | | | |  | |
| C.8.6.ii | | | | | procedures to support students to undertake a course best suited to their abilities | | | | | | |  | |
| C.8.6.iii | | | | | there are sufficient financial resources to deliver the course to the standards of the awarding body. | | | | | | |  | |
| C.8.7 | Student learning outcomes | There must be evidence in the form of:   * course curriculum and assessment documentation, and student attainment and administration documentation in accordance with the requirements of the awarding body * documentation to demonstrate that the school provides staff and students with current and accurate information about the awarding bodies’ requirements including course standards, timelines and qualification requirements * completed VCAA templates for the VCE and/or VPC authorisation.   To help schools provide this evidence, the VCAA, as the VCE and VPC awarding body, has published templates.  For more information, see:   * [VCAA Authorisation advice and process](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/Schools.aspx)   **All completed documentation and templates must be submitted to both the VRQA and VCAA**. | | | | | | | | | | | | | |
|  | Please provide: | C.8.7.i | | | **▼**Completed VCAA templates for the VCE and/or VPC authorisation. | | | | | | | | | |  |
| C.8.8 | Student records and results  Please provide: | C.8.8.i | | | **▼** Policies and procedures to ensure the:   * integrity of assessment. * accuracy of records * monitoring of student participation, completion rates and student outcomes.   The policies and procedures must also cover results analysis and student participation in accordance with the requirements of the awarding body. For more information, see:   * [VCAA Authorisation advice and process](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/Schools.aspx) | | | | | | | | | |  |
| C.8.9 | Student welfare  Please provide: | C.8.9.i | | | Evidence for this standard is addressed in C.4 Care, safety and welfare of students. | | | | | | | | | |  |
| In addition, the policies and procedures must cover: | | | | | | | | | | | | | |
| C.8.9.ii | | | any additional arrangements the school has in place for foundation secondary or senior secondary students, for example:   * how attendance is monitored for students participating in courses provided by another foundation secondary or senior secondary course provider * supervision of students outside scheduled classes. | | | | | | | | | |  |
| C.8.9.iii | | | how the school identifies students’ special needs and how opportunities are provided so those students can access the foundation secondary or senior secondary course. | | | | | | | | | |  |
| C.8.10 | Teaching and learning  Please provide: | C.8.10.i | | | Evidence for this standard is addressed in C.5 Staff employment. | | | | | | | | | |  |
| C.8.10.ii | | | | Evidence of suitably qualified and competent staff to teach the course. | | | | | | | | |  |
| C.8.10.iii | | | | **▼** An overview of teaching resources and facilities and that they meet the current requirements of the awarding body. For more information, see:   * [VCAA Authorisation advice and process](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/Schools.aspx) | | | | | | | | |  |
| The school’s policies and procedures to: | | | | | | | | | | | | | |
| C.8.10.iv | | | ensure the assessment of foundation secondary or senior secondary courses is fair, valid and reliable.  For more information, see:   * [VCAA Authorisation advice and process](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/Schools.aspx) | | | | | | | | | |  |
| C.8.10.v | | | oversee the conduct of assessments including:   * addressing cheating, including plagiarism * conducting investigations and hearings and if necessary, amending or cancelling assessments.   For more information, see:   * [VCAA Authorisation advice and process](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/Schools.aspx) | | | | | | | | | |  |
| C.8.10.vi | | | **▼** A student handbook and resources which address the foundation secondary or senior secondary course rules and procedures for assessment. | | | | | | | | | |  |

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| Part D – Declarations for all new schools including those amalgamating |  |

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| Please complete and include: | [Declarations for all schools](http://www.vrqa.vic.gov.au/Documents/schalldec.docx) |  |
| [Fit and proper person declaration](http://www.vrqa.vic.gov.au/Documents/FitPropDec.docx) |  |
| [Declaration of a school’s not-for-profit status](http://www.vrqa.vic.gov.au/Documents/schattest.docx) |  |
| Part E – Declaration for schools offering foundation secondary or senior secondary courses | |  |
| Please complete and include: | [Declaration for foundation secondary or senior secondary schools](http://www.vrqa.vic.gov.au/Documents/ssecschdec.docx) |  |

Note: The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018*.

For the list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see: [justice.vic.gov.au/statdecs](https://www.justice.vic.gov.au/statdecs)