

Non-school senior secondary or foundation secondary provider

Application form

Use this form to:

* register as a non-school senior or foundation secondary education provider
* re-register as a non-school senior or foundation secondary education provider
* add a delivery site to your registration
* add an accredited course to your scope of registration.

Associated documents

* [Guidelines for Non-school Providers: Minimum standards for registration to provide an accredited senior secondary or foundation secondary course](https://www.vrqa.vic.gov.au/Documents/nonschoolguidelines.docx)
* [Fit and Proper Persons Declaration – Non-school Providers](https://www.vrqa.vic.gov.au/Documents/NSSPFitproperdec.docx)
* [Financial Capability Assessment](https://www.vrqa.vic.gov.au/Documents/NSSSPsch1.xls)

Applications must be submitted in electronic format

Submit an electronic copy of your application via a file sharing platform, such as Dropbox or to the VRQA 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.

Senior Secondary Qualification

Applications for permission to teach a senior secondary award qualification must be made to the Victorian Curriculum and Assessment Authority. In order for your application to be approved by the VRQA, you will need to obtain the relevant permissions from the VCAA.

For more information, visit the VCAA website at:

www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/Index.aspx/

Supporting documentation

If you are registering as a new provider, you are required to supply supporting documentation and evidence of compliance. An evidence checklist is provided at Part E of this application. If you are re-registering, complete Parts A-D and F, and provide any other evidence required by the VRQA.

Files are to be named as per the item number in the evidence checklist, for example. Principles 1.1 or Student Learning Outcomes 2.1, etc.

Privacy statement

The VRQA requires the information collected in this application for the purpose of assessing your application. Once registered, some information about non-school senior secondary providers and foundation secondary providers 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 *Education and Training Reform Act 2006* (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 information privacy policy:

* [Privacy statement](https://www.vrqa.vic.gov.au/Pages/privacy.aspx)

You can request access to the personal information that we hold about you and request that it be corrected.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part A — Application information | | | | | | | | | | | |
| I am applying to |  | | register as a provider | | | | |  | add a delivery site | | |
|  | | re-register as a provider | | | | |  | add a course | | |
| Provider name |  | | | | | | | | | | |
| Contact for application | Full name | | | |  | | | | | | |
| Telephone | | | |  | | | Email | |  | |
| Contact for invoicing | Full name | | | |  | | | | | | |
| Email | | | |  | | | | | | |
| Age range of students as of 1 January in the year of commencement (new providers) or currently enrolled (existing providers) |  | | | | | | | | | | |
| Proposed commencement date (new providers) | Day | | | | | Month | | | | | Year |
| Number of students to be enrolled (new providers) or currently enrolled (existing providers) |  | | | | | | | | | | |
| Part B — Provider information | | | | | | | | | | | |
| **Legal entity (proprietor) details** | | | | | | | | | | | |
| Legal entity name  Invoices will be addressed in this name |  | | | | | | | | | | |
| Are you applying to register as a new provider? |  | | Yes | | | | | | | | |
|  | | No: | * if details have not changed, go to [Chief Executive Officer](#ChiefExecutiveOfficer) * if your details have changed since your last registration, continue below | | | | | | | |
| Legal entity type |  | | Company | | | | |  | Trust | | |
|  | | Incorporated entity/association | | | | |  | Unincorporated entity/association | | |
|  | | Co-operative | | | | |  | Other please specify | | |
| ABN |  | | | | | | | | | | |
| ACN (if applicable) |  | | | | | | | | | | |
| Please attach |  | | Type of legal entity:   * company — ACN details and company constitution (if applicable) * trust — trust deed * partnerships — partnership agreement * association — Articles of Association (if applicable) * individual — ABN details * registration of a business name — ASIC certificate of registration | | | | | | | | |
| **Registered business/trading name(s) under which the provider will operate** | | | | | | | | | | | |
| Registered business name |  | | | | | | | | | | |
| Please attach |  | | A copy of certificate of registration of a business name | | | | | | | | |
| ABN |  | | | | | | | | | | |
| **Chief Executive Officer (CEO)** | | | | | | | | | | | |
| Full name | |  | | | | | | | | | |
| Telephone | |  | | | | | Mobile | |  | | |
| Email | |  | | | | | | | | | |
| **Head office of legal entity** | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Street address | |  | | | | | | | | | | |
| Suburb/town | | |  | | | | | Postcode | |  |
| Postal address | |  | | | | | | | | | | |
| Suburb/town | | |  | | | | | Postcode | |  |
| Telephone | |  | | | | | Email |  | | | | |
| Website | |  | | | | | | | | | | |
| **Permanent delivery site** | | | | | | | | | | | | |
| Name of site |  | | | | | | | | | | | |
| Street address |  | | | | | | | | | | | |
| Suburb/town | | | |  | | | | Postcode | |  | |
| Postal address |  | | | | | | | | | | | |
| Suburb/town | | | |  | | | | Postcode | |  | |
| Telephone |  | | | | | | Email |  | | | | |
| These premises are |  | | Owned | | | | | | | | | |
|  | | Rented, please provide: | | | * length of lease: * name of landlord: * a copy of lease or licence agreement | | | | | | |
| Is there a relationship between the provider and the landlord (other than the lease agreement)? |  | | No | | | | | | | | | |
|  | | Yes, please explain: | | | | | | | | | |
| Senior or foundation secondary course offered at this site |  | | Victorian Certificate of Education (VCE) | | | | | | | | | |
|  | | Victorian Certificate of Education – Vocational Major (VCE-VM) | | | | | | | | | |
|  | | Victorian Pathways Certificate (VPC) | | | | | | | | | |
| Do you have more than one delivery site? |  | | No | | | | | | | | | |
|  | | Yes, provide the information in this section for each additional site and attach to application | | | | | | | | | |
| Have any delivery sites been closed since you were last re-registered? |  | | | No | | | | | | | | |
|  | | | Yes, provide details of the sites that have been closed: | | | | | | | | |
| Do you wish to remove any delivery sites from your scope of registration? |  | | | No | | | | | | | | |
|  | | | Yes, provide details of the sites you wish to remove: | | | | | | | | |
| If you are applying to: | * register as a new provider — go to [Part C](#PartC) * re-register as a provider or add a course — go to [Part D](#PartD) * add an accredited course to your scope of registration – go to [Part D](#PartD) * add a new delivery site — continue below | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New delivery site** | | | | | | | | | | | | | | | | | | | | | |
| How many new sites are you adding? | | |  | | | | | | | | | | | | | | | | | | |
| Name of site | | |  | | | | | | | | | | | | | | | | | | |
| Street address | | |  | | | | | | | | | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | | | | | Postcode | |  | | |
| Postal address | | |  | | | | | | | | | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | | | | | Postcode | |  | | |
| Telephone | | |  | | | | | | | | | | | Email |  | | | | | | |
| These premises are | | |  | | Owned | | | | | | | | | | | | | | | | |
|  | | Rented, please provide: | | | | | | | | * length of lease: * name of landlord: * a copy of lease or licence agreement | | | | | | | | |
| Is there a relationship between the provider and the landlord (other than the lease agreement)? | | |  | | No | | | | | | | | | | | | | | | | |
|  | | Yes, please explain: | | | | | | | | | | | | | | | | |
| Senior or foundation secondary course offered at this site | | |  | | VCE | | | | | | | | | | | | | | | | |
|  | | VPC | | | | | | | | | | | | | | | | |
| Are you adding more than one delivery site? | | |  | | No | | | | | | | | | | | | | | | | |
|  | | Yes, provide the information in this section for each additional site and attach to application | | | | | | | | | | | | | | | | |
| Part C— Applicant history | | | | | | | | | | | | | | | | | | | | | |
| **Current registration** | | | | | | | | | | | | | | | | | | | | | |
| Are you a registered training organisation in Victoria? | | | | | | | |  | Yes, Training Organisation Identification (TOId): | | | | | | | | | | | | |
|  | No | | | | | | | | | | | | |
| Are you a registered training organisation in another state or territory? | | | | | | | |  | Yes, TOId: | | | | | | | | | | | | |
|  | No | | | | | | | | | | | | |
| Are you or any associate registered as, or involved with, a registered education provider (e.g. a school, RTO, university) other than the legal entity in this application, in any state or territory? | | | | | | | |  | Yes, the applicant is — continue below | | | | | | | | | | | | |
|  | Yes, an associate is — continue below | | | | | | | | | | | | |
|  | No — go to [Previous registration](#PreviousRegistration) | | | | | | | | | | | | |
| Apart from this application, does the applicant or any associate have an application for registration currently lodged with any other registering body? | | | | | | | |  | No | | | | | | | | | | | | |
|  | Yes, please specify state or territory: | | | | | | | | | | | | |
| **Other registration** | | | | | | | | | | | | | | | | | | | | | |
| Legal name of provider | | | | | | | |  | | | | | | | | | | | | | |
| Trading name | | | | | | | |  | | | | | | | | | | | | | |
| RTO number | | | | | | | |  | | | | | | | | | | | | | |
| Period of current registration | | | | | | | | From | | | | Day | | | | Month | | Year | | | |
| To | | | | Day | | | | Month | | Year | | | |
| ABN | | | | | | | |  | | | | | | | | | | | | | |
| Chief executive officer | | | | | | | |  | | | | | | | | | | | | | |
| State or territory where registration is held | | | | | | | |  | | | | | | | | | | | | | |
| Please detail the nature of the involvement with this organisation | | | | | | | |  | | | | | | | | | | | | | |
| **Previous registration** | | | | | | | | | | | | | | | | | | | | | |
| Have you or any associate ever been registered as, or involved with, a registered education or training organisation (for example, a school, RTO, university) other than the organisation named in this application, in any state or territory? | | | | | | | |  | Yes, the applicant is — continue below | | | | | | | | | | | | |
|  | Yes, an associate is — continue below | | | | | | | | | | | | |
|  | No — go to [Part D](#PartD) | | | | | | | | | | | | |
| Legal name | | | | | | | |  | | | | | | | | | | | | | |
| Trading name | | | | | | | |  | | | | | | | | | | | | | |
| Identification number | | | | | | | |  | | | | | | | | | | | | | |
| Period of former registration | | | | | | | | From | | | Day | | | | | Month | | Year | | | |
| To | | | Day | | | | | Month | | Year | | | |
| ABN/ACN (if applicable) | | | | | | | |  | | | | | | | | | | | | | |
| Chief executive officer | | | | | | | |  | | | | | | | | | | | | | |
| State or territory where registration was held | | | | | | | |  | | | | | | | | | | | | | |
| Detail nature of the involvement with this organisation | | | | | | | |  | | | | | | | | | | | | | |
| Part D — Details of accredited senior or foundation secondary course | | | | | | | | | | | | | | | | | | | | | |
| Indicate which accredited senior or foundation secondary course you are applying to deliver | | |  | full VCE course | | | | | |  | | single VCE study, e.g., Language Units 1–4 or VCE Dance Units 1–4 | | | | | | | | | |
|  | full VPC course | | | | | |  | | single VPC study, e.g., Literacy Units 1–4 or Numeracy Units 1–2 | | | | | | | | | |
| If applying for VCE, are you applying for: | | |  | VCE | | | | | |  | | VCE-VM | | | | | | | | | |
| Please attach (once available) | | |  | Written authorisation to deliver the VCE or VPC, or single study granted by the Victorian Curriculum and Assessment Authority (VCAA) | | | | | | | | | | | | | | | | | |
| Will any part of the accredited course be delivered through a partnership arrangement? | | |  | No | | | | | | | | | | | | | | | | | |
|  | Yes, please provide:   * name of proposed partner organisation: * responsibilities of proposed partner organisation: | | | | | | | | | | | | | | | | |
| I am applying to | | |  | Register as a provider — complete [Part E](#PartE) and [Part F](#PartF) | | | | | | | | | | | | | | | | | |
|  | Re-register as a provider — complete [Part F](#PartF) and provide any evidence as requested by the VRQA | | | | | | | | | | | | | | | | | |
|  | Add a delivery site:   * will your current policies and procedures apply to the new delivery site? | | | | | | | | | | | | | | | | | |
|  | | Yes — complete:   * [Part F](#PartF) * site-specific documentation identified with an asterisk in [Part E](#PartE)\* | | | | | | | | | | | | | | |
|  | | |  | | No — complete:   * [Part F](#PartF) * site-specific documentation identified with an asterisk in [Part E](#PartE)\* * attach evidence indicating that the new site meets the [Minimum Standards for registration to Provide an Accredited Senior Secondary or Foundation Secondary Course](https://www.vrqa.vic.gov.au/Documents/nonschoolguidelines.docx) | | | | | | | | | | | | | | |
|  | Add a course to the scope of registration — attach written authorisation to deliver the VCE/VCE-VM, VPC or single study granted by the VCAA | | | | | | | | | | | | | | | | | |
| Part E — Supporting documentation and evidence of compliance (evidence checklist) | | | | | | | | | | | | | | | | | | | | |
| Please provide the following documentation. | | | | | | | | | | | | | | | | | | | | |
| Standard 1 — Principles | | | | | | | | | | | | | | | | | | | | |
| 1.1 | | A statement affirming the provider’s adherence to the principles and practice of Australian democracy such as might be included in the provider’s constitution, prospectus, handbook or policies. | | | | | | | | | | | | | | | | | |  |
| Standard 2 — Student learning outcomes | | | | | | | | | | | | | | | | | | | | |
| 2.1 | | Sample student learning sequences and assessment plan for the accredited course. | | | | | | | | | | | | | | | | | |  |
| 2.2 | | Procedures and documentation to indicate that staff and students have been provided with current and accurate information about VCAA standards and requirements including course standards, timelines, course requirements and the current VCAA VCE and VPC Administrative Handbooks. | | | | | | | | | | | | | | | | | |  |
| 2.3 | | For external providers: | | | | | | | | | | | | | | | | | | |
| * a written agreement, where part or all of the course is delivered by another registered provider which also sets out how the requirements of the student learning outcomes standard will be met (also see Standards 3, 4 and 5). | | | | | | | | | | | | | | | | | |  |
| **Standard 3 — Student welfare** | | | | | | | | | | | | | | | | | | | | |
| 3.1 | | \*For student safety, policies and procedures with respect to the following: | | | | | | | | | | | | | | | | | | |
| * Child Safe Standards and requirements of the *Child Wellbeing and Safety Act 2005,* including measures and practices for managing the risk of child abuse | | | | | | | | | | | | | | | | | |  |
| * student welfare | | | | | | | | | | | | | | | | | |  |
| * anti-bullying and harassment, including cyber bullying | | | | | | | | | | | | | | | | | |  |
| * managing complaints or grievances | | | | | | | | | | | | | | | | | |  |
| * the provider’s obligations under discrimination and equal opportunity legislation, including the duty to make reasonable adjustments for students with disabilities | | | | | | | | | | | | | | | | | |  |
| * that it owes all students a duty of care to take reasonable measures to protect them from risks of injury that should have been reasonably foreseen | | | | | | | | | | | | | | | | | |  |
| * that it owes a duty to take reasonable care that any student (and other person) on the premises will not be injured or damaged by reason of the state of the premises, or of things done or omitted to be done in relation to the state of the premises | | | | | | | | | | | | | | | | | |  |
| * that it owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the senior or foundation secondary education provider while the child is under the care, supervision or authority of the senior or foundation secondary education provider | | | | | | | | | | | | | | | | | |  |
| * that greater measures may need to be taken for younger students or student with disabilities | | | | | | | | | | | | | | | | | |  |
| * proper arrangements for on-site supervision of students | | | | | | | | | | | | | | | | | |  |
| * proper arrangements for supervision of students when engaged in off-site activities | | | | | | | | | | | | | | | | | |  |
| * safety and welfare of students learning with an external provider | | | | | | | | | | | | | | | | | |  |
| * ensuring all staff understand mandatory reporting, and the failure to disclose and failure to protect offences. | | | | | | | | | | | | | | | | | |  |
| .2 | | \*For student care, evidence in the form of: | | | | | | | | | | | | | | | | | | |
| * arrangements for ill students | | | | | | | | | | | | | | | | | |  |
| * policy and procedures for distributing medicine | | | | | | | | | | | | | | | | | |  |
| * current register of staff trained in first aid (a proforma is acceptable for new providers) | | | | | | | | | | | | | | | | | |  |
| * records of student medical conditions and management plans (a proforma is acceptable). | | | | | | | | | | | | | | | | | |  |
| 3.3 | | Additional evidence, policies and procedures that address: | | | | | | | | | | | | | | | | | | |
| * accidents and incidents register | | | | | | | | | | | | | | | | | |  |
| * first aid policy and procedures | | | | | | | | | | | | | | | | | |  |
| * internet use policy and procedures | | | | | | | | | | | | | | | | | |  |
| * critical incident plan | | | | | | | | | | | | | | | | | |  |
| * \*emergency management plan which must be reviewed at least annually and immediately after any significant incident. | | | | | | | | | | | | | | | | | |  |
| 3.4 | | \*Evidence of how the provider communicates policies and procedures on the care, safety and welfare of students to staff, students, guardians and parents. | | | | | | | | | | | | | | | | | |  |
| 3.5 | | \*For external providers where part or all of the course is delivered by another registered provider: | | | | | | | | | | | | | | | | | | |
| * a copy of the written agreement that sets out how duty of care responsibilities will be managed. | | | | | | | | | | | | | | | | | |  |
| The agreement must address legal responsibility for the students, including but not limited to: | | | | | | | | | | | | | | | | | |  |
| * monitoring of attendance | | | | | | | | | | | | | | | | | |  |
| * student welfare matters | | | | | | | | | | | | | | | | | |  |
| * Working with Children Clearance | | | | | | | | | | | | | | | | | |  |
| * travel between providers | | | | | | | | | | | | | | | | | |  |
| * participation in excursions (also see Standards 2, 4 and 5). | | | | | | | | | | | | | | | | | |  |
| **Standard 4 — Student records and results** | | | | | | | | | | | | | | | | | | | | |
| 4.1 | | Policies and procedures for: | | | | | | | | | | | | | | | | | | |
| * assessment * administration of student records | | | | | | | | | | | | | | | | | |  |
| * monitoring and analysis of student results (including monitoring and analysis of participation rates, completion rates, student outcomes and access to further education and work after leaving the program). This information needs to be publicly available. | | | | | | | | | | | | | | | | | |  |
| Procedures that: | | | | | | | | | | | | | | | | | | |
| * maintain the integrity, accuracy and currency of student records | | | | | | | | | | | | | | | | | |  |
| * allow students to check personal details stored on the VCAA database | | | | | | | | | | | | | | | | | |  |
| * ensure personal student details are stored securely to prevent unauthorised access | | | | | | | | | | | | | | | | | |  |
| * allow for production of eligibility reports for currently enrolled students from VASS | | | | | | | | | | | | | | | | | |  |
| * demonstrate appropriate learning programs. | | | | | | | | | | | | | | | | | |  |
|  | | There must also be evidence the provider has the technical hardware to support the VASS. | | | | | | | | | | | | | | | | | |  |
| 4.2 | | For external providers, a written agreement, where part or all of the course is delivered by another registered provider, that sets out how the requirements of the student records and results standard will be met (also see Standards 2, 3 and 5). | | | | | | | | | | | | | | | | | |  |
| **Standard 5 — Teaching and learning** | | | | | | | | | | | | | | | | | | | | |
| 5.1 | | \*For VCE teachers, evidence in the form of: | | | | | | | | | | | | | | | | | | |
| * qualifications, Victorian Institute of Teaching (VIT) registration or Permission to Teach (PTT) and other information showing that teachers meet the requirements for the delivery and/or assessment of the course | | | | | | | | | | | | | | | | | |  |
| * policies and procedures for recruitment and ongoing monitoring of a teacher’s suitability to engage in child connected work as required by the Child Safe Standards | | | | | | | | | | | | | | | | | |  |
| * a register of VCE teachers containing each teacher’s name, VIT registration, registration category (full or PTT) | | | | | | | | | | | | | | | | | |  |
| 5.2 | | \*For VET teachers, evidence in the form of: | | | | | | | | | | | | | | | | | | |
| * qualifications and other relevant information showing that teachers meet the AQTF requirements for the delivery and, or assessment of the course. | | | | | | | | | | | | | | | | | |  |
| 5.3 | | For VPC teachers, evidence in the form of: | | | | | | | | | | | | | | | | | | |
| * qualifications, Victorian Institute of Teaching (VIT) registration or Permission to Teach (PTT) and other information showing that teachers meet the requirements for the delivery and, or assessment of the course or the ATF requirements. | | | | | | | | | | | | | | | | | |  |
| 5.4 | | Evidence of a designated person responsible for ensuring overall compliance with the principles and requirements of the accredited senior secondary course. | | | | | | | | | | | | | | | | | |  |
| 5.5 | | \*Evidence in the form of: | | | | | | | | | | | | | | | | | | |
| * access to physical facilities that meet Australian building code standards and regulations, as well as occupational health and safety requirements | | | | | | | | | | | | | | | | | |  |
| * physical facilities that are suitable for the delivery of the specific VCE and, or VPC courses to be provided. This may include, for example, facilities in which to conduct practical work in biology, chemistry, physics, dance, food technology or physical education | | | | | | | | | | | | | | | | | |  |
| * adequate learning resources, such as equipment for the courses intended for delivery, to ensure that delivery meets all requirements for resources and facilities. | | | | | | | | | | | | | | | | | |  |
| 5.6 | | Evidence in the form of: | | | | | | | | | | | | | | | | | | |
| * procedures for the fair, valid and reliable application of internal assessments | | | | | | | | | | | | | | | | | |  |
| * teaching and learning programs that use the relevant VCAA curriculum and assessment documents as the source of the content, and are in accordance with the currently accredited course | | | | | | | | | | | | | | | | | |  |
| * written advice to staff and students that provides comprehensive course advice, including VCAA assessment rules and responsibilities | | | | | | | | | | | | | | | | | |  |
| * procedures for establishing and applying decisions about satisfactory completion and delay of satisfactory completion across the course, consistent with VCAA guidelines | | | | | | | | | | | | | | | | | |  |
| * policies and procedures that ensure the integrity and authentication of assessments and their compliance with VCAA requirements and administrative Guidelines | | | | | | | | | | | | | | | | | |  |
| * documents available to staff to help ensure that they are able to meet course and assessment requirements, including administrative arrangements | | | | | | | | | | | | | | | | | |  |
| * procedures to identify students who require special provision and, where relevant, to enable consistent and fair decisions to be made about appropriate assistance for these students | | | | | | | | | | | | | | | | | |  |
| * policies and procedures to ensure that the provider meets all other requirements in the current VCAA VCE and VPC Administrative Handbooks, as applicable | | | | | | | | | | | | | | | | | |  |
| * policies and procedures for any workplace learning arrangements consistent with current VCAA VCE and VPC Administrative Handbooks. | | | | | | | | | | | | | | | | | |  |
| 5.7 | | For external providers: | | | | | | | | | | | | | | | | | | |
| * a written agreement, where part or all of the courses is delivered by another registered provider, that sets out how the requirements of the teaching and learning standard will be met (also see Standards 2, 3 and 4). | | | | | | | | | | | | | | | | | |  |
| Standard 6 — Governance and probity | | | | | | | | | | | | | | | | | | | | |
| 6.1 | For governance and management: | | | | | | | | | | | | | | | | | | | |
| * policies and procedures that include appropriate provisions for the management of finances, physical environment, staff and students | | | | | | | | | | | | | | | | | | |  |
| * the policies and procedures for the effective management of staff and students will include appropriate enrolment agreements with students, and employment agreements with staff | | | | | | | | | | | | | | | | | | |  |
| * an outline of the governing body’s structure, membership, meeting requirements, voting rights, and rules governing meetings | | | | | | | | | | | | | | | | | | |  |
| * policies relating to the operation, professional development, review and induction of any governing body and its members | | | | | | | | | | | | | | | | | | |  |
| * a governance charter outlining the key functions and responsibilities of senior managers and the board of management | | | | | | | | | | | | | | | | | | |  |
| * enrolment estimates | | | | | | | | | | | | | | | | | | |  |
| * \*a business plan, including 3-year financial projections, certified by a qualified accountant | | | | | | | | | | | | | | | | | | |  |
| * \*rental/leasing arrangements of each delivery site, including council approval (where required). | | | | | | | | | | | | | | | | | | |  |
| 6.2 | The [Financial Capability Assessment](http://www.vrqa.vic.gov.au/Documents/NSSSPsch1.xls). | | | | | | | | | | | | | | | | | | |  |
| 6.3 | Policy and procedures that ensure: | | | | | | | | | | | | | | | | | | | |
| * the VRQA will be notified within 10 working days of changes to the name or contact details of the proprietor, principal, and, or members of the governing body (as the case requires) | | | | | | | | | | | | | | | | | | |  |
| * the VRQA will be notified well in advance of any proposed relocation to ensure the provider can be registered on the new delivery site | | | | | | | | | | | | | | | | | | |  |
| * the VRQA will be notified well in advance of any proposed closure of a campus or delivery site that may affect the continuity of education in the senior or foundation secondary course. | | | | | | | | | | | | | | | | | | |  |
| 6.4 | Policies and procedures that enable the provider to respond to and supply information requested by the VRQA, regarding whether the provider, any person involved in the management of the provider, or any person involved in the business of the provision of courses by the provider, has ever:   1. had their registration suspended or cancelled 2. had conditions imposed on their registration 3. been convicted of an indictable offence 4. become bankrupt or taken the benefit of any law for the relief of bankrupt debtors, or compounded with their creditors or made an assignment of their property for their benefit 5. been disqualified from managing corporations 6. been involved in the provision of courses by another person or body who is covered by a. to e. at the time of the events that gave rise to the relevant prosecution or other action. | | | | | | | | | | | | | | | | | | |  |
| 6.5 | Policies and procedures to show that the provider: | | | | | | | | | | | | | | | | | | | |
| * can comply with any relevant guidelines issued by the VRQA under section 4.3.11(3) of the Act | | | | | | | | | | | | | | | | | | |  |
| * can enable the VRQA to conduct an audit on the operation of the provider in relation to the minimum standards. | | | | | | | | | | | | | | | | | | |  |
| Part F— Declarations | | | | | | | | | | | | | | | | | | | | |
| [Statutory declaration](#StatutoryDeclaration) | | | To be completed by the CEO | | | | | | | | | | | | | | | | |  |
| [Fit and Proper Person Declaration – Non-school providers](https://www.vrqa.vic.gov.au/Documents/NSSPFitproperdec.docx) | | | To be completed by the persons specified on the declaration | | | | | | | | | | | | | | | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Statutory declaration**  To be completed by the CEO | | | | | | |  |
| I, | | | | | | | (full name) |
| of | | | | | | | (address) |
|  | | | | | | | (occupation) |
| make a statutory declaration under the *Oaths and Affirmations Act 2018* that:   * the contents of this declaration are true and correct * the organisation will operate in accordance with the *Education and Training Reform Act 2006* and the Education and Training Reform Regulations 2017, which includes compliance with *the Minimum standards for registration to provide an accredited senior secondary or foundation secondary course*, and * I know that making a statutory declaration that I know to be untrue is a criminal offence. | | | | | | | |
| x |  | | | | (signature of person making this declaration) | | |
| Declared at | |  | | | | (location of signing) | |
| in the State of Victoria on | | | / / 20 |  | | | |

To be completed by an authorised witness\*

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

|  |  |  |  |
| --- | --- | --- | --- |
| X |  | (signature of person making this declaration) | |
|  |  | | (witness name) |
|  |  | | (address) |
|  |  | | (authority to witness) |

\*A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration. 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.

The *Oaths and Affirmations Act 2018* requires additional declarations or certifications to be made if:

* the declaration is translated or read to the person making the declaration
* the declaration is signed electronically
* copies of documents are attached to the statutory declaration
* the declaration is made or witnessed using an audio‑visual link.

This form is not pre-filled to meet the requirement for these additional declarations.

For more information about additional formal requirements, or for a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018*, see:

* [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs)