

Register as a new non-school senior secondary or foundation secondary provider

Information sheet

This information sheet details the registration process for an organisation that is not a registered school seeking to provide an accredited senior secondary or foundation secondary course in Victoria.

The Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate (VPC)are the only accredited senior secondary and foundation secondary courses that can be delivered in Victorian non-school settings.

The information in this sheet applies to applicants seeking to offer a single course only, such as VCE Dance or VCE Language, or a full qualification such as the VCE or VPC.

**Registration requirements**

All applicants for registration as a non-school senior secondary education provider must comply with:

* Division 3 of Part 4.3 of the *Education and Training Reform Act 2006* (Act)
* Schedule 8 of the Education and Training Reform Regulations 2017 (ETR Regulations).

Organisations wishing to register as a non-school senior secondary education provider also need to undertake an appropriate risk assessment to ensure they meet the Child Safe Standards. Please refer to the:

* [Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course (Guidelines).](https://www.vrqa.vic.gov.au/Documents/nonschoolguidelines.docx)

Applicants seeking approval to deliver accredited senior secondary courses to overseas students must meet additional requirements. For more information, email:

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

**Senior secondary registration**

**VCE/VPC**

If you are seeking registration to deliver the VCE or VPC, you must be authorised by the Victorian Curriculum and Assessment Authority (VCAA). The VCAA must first authorise applicants to deliver the VCE or VPCL before the VRQA can grant registration.

For information about the authorisation process, please refer to the [VCAA website](http://www.vcaa.vic.edu.au/).

**The minimum standards**

To meet the regulatory requirements, the Guidelines set out the minimum standards required for registration as a non-school senior secondary provider. You must use the Guidelines as a reference when preparing your application.

**The application process**

**Before you apply**

You should expect to spend 12–18 months preparing your application.

The VRQA strongly recommends you attend a pre-registration briefing session before submitting your application.

In addition, the VRQA recommends that you attend a pre-application meeting with a VRQA senior regulation officer. This meeting can help clarify the evidence required by the VRQA to ensure your application is complete.

For more information contact [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au)

**Completing the application form**

The [application to register a non-school senior secondary education provider](https://www.vrqa.vic.gov.au/Documents/schssregapplform.docx) can be used by providers seeking registration to offer a single course only, such as VCE Dance or VCE Language, or a full qualification such as the VCE or VCAL.

All sections relevant to your application, as discussed at the pre-application meeting, must be completed and the requested supporting documentation included.

Please ensure that files are named according to the item number in the evidence checklist, e.g. Principles 1.1 or Student Welfare 3.2, etc.

**Submitting the application**

All applications must be submitted in electronic format.

Zipped files can be emailed to:

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

**Closing dates**

Check the [VRQA website](http://www.vrqa.vic.gov.au/Pages/default.aspx) for application closing dates.

**Accepting your application**

The VRQA will only accept applications that:

• have all the required evidence and declarations

• are well organised.

Incomplete or disorganised applications will not be accepted.

Once the completed application has been received, the VRQA will issue an electronic invoice for the application fee to acknowledge your application.

**Paying the application fee**

The VRQA cannot assess your application until the application fee is paid in full. Fees can be paid online by:

• credit card (MasterCard or Visa)

• BPay

• Post BillPay.

**Assessing your application**

Once your completed application is received and the application fee is paid in full, the VRQA will start assessing your application.

The VRQA may provide you with written feedback during the assessment stage, and request that you meet with the VRQA to discuss your application.

If applicable, you will have one further opportunity to submit additional documentation to support your application.

**Financial assessment**

The VRQA may undertake a Financial Capability Assessment of your organisation to ensure compliance with the Minimum Standards for Governance and Probity. This will be conducted by a member of the VRQA’s panel of contracted service providers. No additional fee is charged for this assessment.

**Application outcome**

A decision on your application will be made by an authorised delegate of the VRQA.

**Successful applicants:** if your application is approved, a certificate of registration will be issued.

**Unsuccessful applicants:** if registration is refused, you will be notified and provided with the reasons for the VRQA’s decision.

**Important notes**

You must inform the VRQA of any changes, including changes that relate to your supporting documentation, within 14 days.

You should ensure that there are no outstanding compliance issues with other registrations held prior to making an application.

Organisations seeking multiple registrations as a registered training organisation (RTO) and, or to deliver courses to full fee-paying overseas students (in addition to senior secondary registration), should email [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au) for further information.

**Marketing and communication**

You must ensure that during the application process, any marketing material, promotion or publicity regarding the proposed non-school senior secondary provider clearly states that its establishment and operation is subject to registration being granted by the VRQA.