Amend an independent school’s registration – Additional year level





Evidence checklist

Associated documents

* [Amend an Independent School’s Registration – Application form](https://content.vic.gov.au/sites/default/files/2024-03/Amend-an-independent-schools-registration-application-form.docx)
* [Independent School’s Registration – Information sheet](https://content.vic.gov.au/sites/default/files/2024-03/Application-to-register-an-independent-school-information-sheet.docx)
* [Guidelines to the Minimum Standards and Requirements Schools Registration (the Guidelines)](https://content.vic.gov.au/sites/default/files/2024-03/Guidelines-to-the-Minimum-Standards-and-Requirements-for-School-Registration.docx)
* [Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises](https://content.vic.gov.au/sites/default/files/2023-10/Ministerial-Order-1359-Child-Safe-Standards-School-Boarding-Jan-2022.pdf)
* [Ministerial Order No. 706 – Anaphylaxis Management in Victorian Schools and School Boarding Premises](https://content.vic.gov.au/sites/default/files/2023-10/Ministerial-Order-706-Incorporating-Amendments-Ministerial-Order-1325-Apr-2021.pdf)

How to complete this document

* Use the checklist to collate your evidence portfolio.
* Provide the requested information only.
* Items marked with ▼ can be submitted once available, after the closing date but before registration.

Submit an electronic copy of the completed checklist, application form and evidence portfolio to the VRQA Schools inbox as a zip file or via a link to a file sharing platform, such as Dropbox, 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 documents:

* file names should be numbered as per the item number in the evidence checklist
* keep filenames short and do **NOT** use apostrophes, ampersands (&) or dashes,
* use 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 documents contain images, please ensure size does not exceed 50 MB
* limit any folders to 1-2 sub-folders.

Consider the following examples:

* A.1.1a\_Enrolment\_WPS
* A.1.1b\_Enrolment\_WPS

**Disclaimer:** While the 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 when 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://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

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| **School Name:** | |  | | | | |
| Part A | | |  | | | |
| A.1 Enrolment | | | | | | |
| Student enrolment numbers | | | | | | |
| A.1.1 | **▼** Confirmed enrolment numbers for the additional year level, including name and date of birth for each student (to be provided as soon as they become known or available). | | | | |  |
| A.2 Curriculum and student learning | | | | | | |
| Curriculum framework | | | | | | |
| A.2.1 | Are you seeking to ONLY deliver a senior secondary and/or foundation secondary course? | |  | Yes, go to [A.3.1](#A_3_1) |  | No, go to [A.2.2](#A_3_2) |
| A.2.2 | The curriculum to be offered. | | | | |  |
| A.2.3 | 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. | | | | |  |
| A.2.4 | Timetables that demonstrate how the eight key learning areas are delivered | | | | |  |
| A.2.5 | An explanation of how and when the curriculum and teaching practice will be reviewed. | | | | |  |
| A.3 Staff employment | | | | | | |
| Teachers’ requirements | | | | | | |
| A.3.1 | **▼** A register of additional teachers to be employed for the additional year level(s) with 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). | | | | |  |
| A.4 School infrastructure | | | | | | |
| A.4.1 | Has the school constructed new buildings or facilities to accommodate all or part of the program for the additional year level? | |  | Yes, go to [A.4.2](#A_5_3) |  | No Provide documentation showing the maximum occupancy of the premises  Then go toA.5.1 |
| A.4.2 | **▼** Documentation showing building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent. | | | | |  |
| A.4.3 | ▼ A copy of the essential safety measures register which incorporates the new buildings or facilities. | | | | |  |
| A.4.4 | An updated maintenance schedule taking into account the new building(s) and facilities. | | | | |  |
| A.4.5 | Updated policies and procedures to ensure the school continues to comply with the *Occupational Health and Safety Act 2004*. | | | | |  |
| A.4.6 | 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. | | | | |  |
| A.5 Educational Facilities | | | | | | |
| A.5.1 | A floor plan showing the location of facilities and classrooms available for delivery of the additional year level. | | | | |  |

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| Part B | | | | | | | | |
| B.1 Foundation secondary or senior secondary courses | | | | | | | | |
| B.1.1 | Are you proposing to deliver a foundation secondary or senior secondary course at the additional year level? | | |  | Yes, go to [B.1.2](#B_1_3) |  | No, go to [Part C](#Part_C) | |
| B.1.2 | Is your school currently registered to deliver a foundation secondary or senior secondary course? | | |  | Yes, go to [B.1.3](#B_1_3a) |  | No, go to [B.1.4](#B_6_3) | |
| B.1.3 | Are you seeking to add an additional foundation secondary or senior secondary course? (e.g. you currently deliver VCE and are seeking to add the Victorian Pathways Certificate or IB Diploma Programme) | | | ☐ | Yes, go to [B.1.4](#B_6_3) | ☐ | No, go to [Part C](#Part_C) | |
| B.1.4 | Which accredited foundation secondary or senior secondary course are you proposing to offer at the additional year level: | | | | | | | |
|  | | Victorian Certificate of Education (VCE) | | | | | |
|  | | Victorian Pathways Certificate (VPC) | | | | | |
|  | | International Baccalaureate (IB) Diploma Programme | | | | | |
| B.2 Student learning outcomes | | | | | | | | |
| B.2.1 | Provide 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 Victorian Curriculum and Assessment Authority (VCAA), as the VCE, VCAL, 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.** | | | | | | |  |
| B.2.2 | An explanation of how and when the curriculum and teaching practice will be reviewed. | | | | | | |  |
| B.3 Student records and results | | | | | | | | |
| B.3.1 | Provide 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) | | | | | | |  |
| B.4 Student welfare | | | | | | | | |
| B.4.1 | | Schools applying to add a foundation secondary or senior secondary course(s) must amend its policies and procedures to cover any additional arrangements the school has in place for senior secondary or foundation 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 * how the school identifies students’ special needs and how opportunities are provided so those students can access the foundation secondary or senior secondary course. | | | | | |  |
| B.4.2 | | A Child Safety Risk Register that is site-specific and contextualised to the needs and characteristics of the student cohort. | | | | | |  |
| B.5 Teaching and learning | | | | | | | | |
| B.5.1 | | Evidence of suitably qualified and competent staff to teach the course. | | | | | |  |
| B.5.2 | | 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) | | | | | |  |
| B.5.3 | | A policy and procedures to ensure the assessment of foundation secondary and 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) | | | | | |  |
| B.5.4 | | A policy and procedures to 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) | | | | | |  |
| B.5.5 | | **▼** A student handbook and resources which address the foundation secondary or senior secondary course rules and procedures for assessment. | | | | | |  |
| B.6 Shared responsibility | | | | | | | | |
| B.6.1 | | If the school shares responsibility for delivering a foundation secondary or senior secondary course, there must be evidence in the form of a copy of a written agreement between the school and the provider stating how the requirements of the minimum standards for delivering the foundation secondary or senior secondary course will be met.  Submit copies of any relevant agreement(s). | | | | | |  |

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| Part C. Declarations | | |
|  | Please refer to [Amend an Independent School’s Registration – Application Form](https://content.vic.gov.au/sites/default/files/2024-03/Amend-an-independent-schools-registration-application-form.docx) and complete:   * Part D.6 Declaration for schools offering foundation secondary or senior secondary courses (if applicable) * Part E Declarations for all schools |  |

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