NSW Education Standards Authority

Proformas for document audits for individual schools

Initial Registration and/or Accreditation

The following proformas (A to D) list the documentation that is required in order to demonstrate compliance with the requirements for initial registration and/or accreditation for a new school, an existing school applying for new Year(s) of schooling or initial accreditation for the RoSA and/or HSC.

Proforma A: requirements for registration and accreditation

Proforma B: requirements for schools applying for boarding facilities

Proforma C: requirements for approving an outside tutor and/or accessing an external provider

Proforma D: requirements for distance education

The requirements for initial registration and accreditation are detailed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual* (the Manual).

By listing the required documentation as detailed in the Manual, the proformas provide a useful checklist for schools undertaking a self-review or document audit process. They aim to assist a school to identify the policies and procedures that will demonstrate capacity to comply in order to meet the requirements of the Education Act, should the applicant be successful. Once completed, the proformas provide a record of the location of these policies and procedures.

The proformas are intended to supplement, not replace, the Manual. The Manual provides a full description of the requirements.

Proforma A: Requirements for registration and accreditation

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Legal entity						
evidence that the proposed proprietor is one of the types of legal entity approved by the Minister to operate an individual registered non-government school	4.1.1					
Staff						
a feasible workforce plan based on projected enrolment	4.1.2					
an assurance that all teaching staff who will be responsible for delivering the curriculum will be accredited	4.1.2					
documented arrangements for having a teacher accreditation authority that has been approved under NESA's TAA Guidelines as published on the NESA website	4.1.2					
documentation in relation to how the school will support teachers in attaining and maintaining teacher accreditation	4.1.2					
Curriculum						
a summary of the proposed total number of teaching hours per Year/class and KLA/course	4.1.3.1					
the intended educational program indicating:	4.1.3.1					
- scope and sequence of proposed learning/units of work in relation to the outcomes of the NESA syllabus for each KLA/course for each Year						
- planned resources and equipment to be available for each KLA/course						
- an assessment plan indicating how students' performance in each KLA/course is to be assessed, monitored and recorded						
- proposed process for reporting student achievement						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Curriculum *(continued)*						
how the proposed school, if secondary and applying for registration only, will inform parents of students in writing each year that the proposed school will not be eligible to enter candidates for the RoSA and/or HSC and will indicate the consequences for potential candidates for that credential of the proposed school not being accredited	4.1.3.1					
Curriculum – education of a kind or for children of a kind (if applicable)						
Documentation which: - describes the children of a kind for whom it is proposed the school would provide an education	4.1.3.4					
- explains how the proposed curriculum meets the needs of potential students						
- outlines the proposed total number of teaching hours per Year/class for each course/learning area						
the intended educational program indicating: - scope and sequence of learning/units of work in relation to each course/learning area for each Year	4.1.3.4					
- planned resources and equipment to be available for each course/learning area						
- an assessment plan indicating how students' performance in each proposed course will be assessed, monitored and recorded						
- proposed process for reporting student achievement						
how the proposed school, if secondary and applying for registration only, will inform parents of students in writing each year that the proposed school will not be eligible to enter candidates for the RoSA and/or HSC and will indicate the consequences for potential candidates for that credential of the proposed school not being accredited	4.1.3.4					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Curriculum – education of a kind or for children of a kind (if applicable) *(continued)*						
if applying to provide education for children of foreign nationals, the teaching staff must hold qualifications that are deemed appropriate by the relevant education authority (or equivalent) to teach the curriculum being delivered	4.1.3.4					
Accreditation – Record of School Achievement						
the total number of hours to be allocated to each course	6.1.1					
the scope and sequence of proposed learning/units of work mapped against the content and outcomes of the relevant NESA syllabus for each course	6.1.1					
planned resources and equipment that will be available for each KLA	6.1.1					
assessment policies and procedures which comply with the requirements of the ACE website and NESA Official Notices. The assessment policies should include statements of the proposed procedures relating to the allocation of grades based on Course Performance Descriptors in each RoSA course	6.1.1					
confirmation that the school will have policies for disability provisions in accordance with the ACE website	6.1.1					
an overview of the proposed process for reporting student achievement	6.1.1					
Accreditation – Higher School Certificate						
the total number of hours to be allocated to each Preliminary and HSC course	6.1.2					
the scope and sequence of proposed learning/units of work mapped against the content and outcomes of the relevant NESA syllabus for each course	6.1.2					
planned resources and equipment that will be available for each KLA	6.1.2					
assessment policies and procedures which comply with the requirements of the *ACE* website and NESA Official Notices	6.1.2					
the assessment policies should include statements relating to: - the allocation of grades in each Preliminary course	6.1.2					

| Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual* | Manual reference | Does the school have this documentation? | | | | Responsible staff member |
		Yes	No	n/a	If yes, school document name, location and date last revised	
Accreditation – Higher School Certificate *(continued)*						
- organisational details of the proposed assessment program for each course, giving the number and types of assessment tasks, components and weightings, and the scheduling of the tasks	6.1.2					
- marking, recording and reporting student achievement in assessment tasks						
- administrative arrangements associated with absence from an assessment task, late submission of tasks due to illness or misadventure, malpractice and invalid or unreliable tasks						
- student appeals against assessment rankings						
- 'N' determinations						
- providing students with written advice about the school's requirements for the assessment in each course.						
- confirmation that the school will have policies for disability provisions in accordance with the *ACE* website						
- an overview of the proposed process for reporting student achievement						
Accreditation – quality of the educational program for the Record of School Achievement and Higher School Certificate						
a documented process for maintaining records to demonstrate student achievement	6.1.3					
a documented process for ensuring the standard of teaching of courses at the school	6.1.3					
the facilities required for each of the courses it intends to offer, taking into account: - potential student numbers - any specialist requirements of the course - the range of student learning needs - if the facilities will be off-site, an ongoing arrangement that ensures the availability of the off-site facilities for the duration of the course.	6.1.3					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Premises and buildings						
written evidence that the proposed premises and buildings comply with all legislation relevant at the time of occupation	4.1.4					
written evidence that the proposed premises have approval to be used for their intended purpose	4.1.4					
documented policies to assess and monitor the standard and state of repair of proposed premises and buildings, making reference to current building requirements	4.1.4					
details of a fire safety statement of the proposed premises which demonstrates compliance with Part 9 Division 5 of the *Environmental Planning and Assessment Regulation 2000*	4.1.4					
policies and procedures to meet the requirements of the *Disability Discrimination Act 1992* in terms of the school's buildings and premises	4.1.4					
Facilities						
have the facilities required for each course of study proposed to be delivered, taking into account: - the potential number of students for each course - any specialist requirements of the course - the range of student learning needs - if the facilities will be provided off-site, an ongoing arrangement that ensures the availability of the off-site facilities for the duration of the course	4.1.5					
written evidence that the proposed facilities will comply with all relevant local council and government legislation	4.1.5					
policies to assess and monitor the current standard and state of repair of proposed facilities, when established, taking into account the requirements of relevant legislation including the *Explosives Act 2003* and the *Work Health and Safety Act 2011*	4.1.5					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Safe and supportive environment – legislative obligations						
documented policies and procedures to ensure that staff who have direct contact with students will be informed annually of their legal responsibilities related to child protection and other relevant school expectations	4.1.6.1					
documented policies and procedures to ensure that requirements to prevent, identify, report and investigate allegations of reportable conduct in compliance with the *Children's Guardian Act 2019* will be made known to staff annually	4.1.6.1					
documented policies and procedures to ensure that the school will comply with the requirements of the *Child Protection (Working with Children) Act 2012*, in relation to working with children check clearances for all persons engaged in child-related work at the school, as required	4.1.6.1					
documented policies and procedures to ensure that evidence of working with children check clearances is maintained by the school for all persons in child-related work at the school as required under the *Child Protection (Working with Children) Act 2012*	4.1.6.1					
documented policies and procedures to prevent, identify and respond to reportable matters in accordance with legislative requirements	4.1.6.1					
documented policies and procedures to ensure that all staff who are mandatory reporters under the *Children and Young Persons (Care and Protection) Act 1998* will be informed annually of their obligations and the process that the school will have in place in relation to mandatory reporting	4.1.6.1					
documented policies and procedures to set clear guidelines and expectations for stakeholders regarding complaints or allegations of staff misconduct or reportable conduct	4.1.6.1					
documented policies and procedures to publish the school's complaint handling procedures regarding allegations of staff misconduct or reportable conduct	4.1.6.1					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Safe and supportive environment – student welfare						
policies and procedures in relation to security with specific reference to: - students	4.1.6.2					
- proposed buildings and facilities						
- evacuation procedures						
policies and procedures in relation to supervision, with specific reference to protocols and guidelines, including risk management, for students undertaking onsite and offsite activities	4.1.6.2					
policies and procedures in relation to codes of conduct for members of the proposed school community with specific reference to: - rights and responsibilities of students and staff within the proposed school's community	4.1.6.2					
- management of student behaviour						
- anti-bullying including contact information for School Liaison Police and/or Youth Liaison Officers and other support services available to the school community						
- if relevant, staff supervision of any student leadership system if it provides authority for students to discipline or direct other students at the school						
- management and reporting of serious incidents and emergencies						
policies and procedures in relation to complaints or grievances, with specific reference to processes for raising and responding to matters of concern identified by parents and/or students	4.1.6.2					
policies and procedures in relation to pastoral care with specific reference to: - proposed structures and personnel responsible for pastoral care including access to counselling	4.1.6.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Safe and supportive environment – student welfare *(continued)*						
- proposed provision for the identification of and provision of support for students with special needs	4.1.6.2					
- health and the distribution and monitoring of medication						
- response to serious incidents and emergencies						
policies and procedures to maintain a student enrolment and attendance register	4.1.6.2					
policies and procedures for student attendance with specific reference to: - processes for monitoring attendance data	4.1.6.2					
- intervention strategies to improve unsatisfactory attendance including implementing strategies designed to improve student engagement in school and learning						
policies and procedures in relation to communication, with specific reference to formal and informal mechanisms that will be available between the proposed school and stakeholders interested in the student's education and wellbeing	4.1.6.2					
Discipline						
policies and procedures related to the discipline of students, including but not limited to the suspension, expulsion and exclusion of students, that are based on procedural fairness	4.1.7.1					
policies related to the discipline of students which either expressly prohibit corporal punishment or clearly and exhaustively list discipline methods so as to plainly exclude corporal punishment	4.1.7.2					
policies related to the discipline of students which do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the proposed school	4.1.7.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Attendance						
a description of the method to be used to maintain a register of enrolments, that will include the following information about each student: - name, age and address	4.1.8					
- the name and contact telephone number of parent(s)/guardian(s)						
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination						
- for students older than six (6) years, previous school or pre-enrolment situation						
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student						
policies and procedures to: - monitor the daily attendance/absence of students	4.1.8					
- identify absences from school and/or class(es)						
- follow up unexplained absences						
- notify parent(s) and/or guardian(s) regarding poor school and/or class attendance						
- transfer information about unsatisfactory attendance to student files						
a description of the method to be used to maintain a register of daily attendance that will include the following information for each student: - daily attendance, which may be recorded by noting daily absences	4.1.8					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Attendance *(continued)*						
- absences	4.1.8					
- reason for absence						
- documentation to substantiate reason for absence Note: the common code approved by the Minister must be used						
policies and procedures for exercising the Minister's delegation under section 25 of the Education Act	4.1.8					
a description of the method to be used to maintain records of the exercise of the above delegation including copies of all certificates issued under the delegation	4.1.8					
a description of the process to be used to retain the register of enrolments for a minimum of five (5) years before archiving	4.1.8					
a description of the process to be used to retain the register of daily attendance for a minimum of seven (7) years after the last entry was made	4.1.8					
Management and operation of the school						
an assurance to NESA that each person defined under the Education Act as a responsible person, and any other person or body exercising similar functions in relation to the school as those of a responsible person, will be a fit and proper person or body as specified in section 3.9.1 of the Manual	4.1.9					
policies and procedures in place in relation to the requirement for the school's responsible persons and governing body to be fit and proper with specific	4.1.9					
reference to each responsible person for the school signing a fit and proper statutory declaration prior to commencing as a responsible person for the school and at least on an annual basis while the person continues to be a responsible person for the school	4.1.9					
an assurance to NESA that any refusal to register, or cancellation of registration, under section 56 or 59, within five (5) years immediately prior to the lodgement of the application for registration has not been largely attributable to the actions of:	4.1.9					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Management and operation of the school *(continued)*						
- a responsible person for the school or proposed responsible person						
- any other person or body exercising similar functions in relation to the management or operation of the school						
policies and procedures in place to ensure the proper governance of the proposed school including the policies and procedures specified in sections 3.9.3.1 to 3.9.3.6 of the Manual relating to: - a school charter or document identifying the governance structure, the respective authority of each role, a delegations schedule, maintenance of governance decisions and a code of conduct for responsible persons	4.1.9					
- conflict of interest						
- related party transactions						
- professional learning and induction for responsible persons as defined by the Education Act						
- external independent attestation audit of annual financial statements						
documented processes by which:	4.1.9					
- the proprietor of the proposed school or, if the proprietor is a corporation, each director concerned in the management of the proposed school, and						
- each member of the governing body of the proposed school, and						
- the principal will be informed of their responsibilities under the Education Act and any amendments to the Education Act, NESA requirements and any Regulations under the Education Act						
demonstrate financial viability as specified in section 3.9.4 of the Manual	4.1.9					
processes for notifying NESA of the details of the responsible persons for the school and for maintaining the currency of this information	4.1.9					
processes by which NESA will be notified if the school moves or is sold	4.1.9					
processes by which returns are made to NESA when changes occur to the school (refer to section 3.9.5 of the Manual)	4.1.9					

Requirements in relation to school annual reports

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Educational and financial reporting						
policies and procedures that can ensure participation in annual reporting to publicly disclose the educational and financial performance measures and policies of the school as identified by the Minister (refer to section 3.10.1 of the Manual). The school's annual report must be provided in an online or appropriate electronic form to NESA unless otherwise agreed by NESA	4.1.10					
policies and procedures that can ensure data will be provided to the Minister that is relevant to the Minister's annual report to Parliament on the effectiveness of schooling in the State (refer to section 3.10.2 of the Manual). Such data from schools will be provided to NESA in an online or appropriate electronic form unless otherwise agreed by NESA	4.1.10					

Proforma B: Requirements for schools with boarding facilities

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Schools with boarding facilities						
if the proposed non-government school intends to provide boarding facilities, whether itself or by contractual arrangement, the proposed school must provide policies and procedures that indicate it can meet the standards for the safety and welfare of boarders (refer to sections 3.11.1 to 3.11.8 of the Manual).	4.1.11					
Schools with boarding facilities – education and welfare						
The school will have in place and implement, and make available to stakeholders in a student's education, policies and procedures that include: - the aims and organisation of boarding at the school	3.11.1					
- the enrolment policy, if different from the day school enrolment policy						
- any special aspects of the school's boarding facilities for example co-educational, weekday-only boarding						
- a description of the facilities and support services provided for boarders						
- how the school's policies for boarding relate to day school policies						
- communication mechanisms						
Schools with boarding facilities – accommodation						
procedures to assess and monitor the standard and state of repair of boarding premises, building and facilities, taking into account the requirements of legislation including the *Explosives Act 2003* and the *Work Health and Safety Act 2011*	3.11.2					
undertake and maintain details of annual fire safety statements that comply with Part 9 Division 5 of the *Environmental Planning and Assessment Regulation 2000*	3.11.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Schools with boarding facilities – accommodation *(continued)*						
maintain written evidence that any school premises and/or buildings first occupied after 2003 comply with all legislation relevant at the time of occupation	3.11.2					
maintain written evidence that any school premises and/or buildings that are the subject of a development application after 2003 comply with all legislation relevant at the time of occupation	3.11.2					
policies and procedures to meet the requirements of the *Disabilities Discrimination Act 1992* in terms of the school's boarding buildings and premises	3.11.2					
for buildings that are the subject of a development consent or erected since 1997, the school will have a evidence of relevant council approval in relation to Class 3 of the Building Code of Australia (BCA)	3.11.2					
Schools with boarding facilities – boarders' rights and responsibilities						
policies and procedures that include codes of conduct for members of the boarding community describing: - rights and responsibilities of boarders - role of any student leadership system (or equivalent) in the boarding school organisation and how the system is monitored	3.11.3					
policies and procedures that include management of student behaviour including but not limited to processes for suspension, expulsion and exclusion that are based on procedural fairness	3.11.3					
policies and procedures that include a process for handling complaints that describes how matters of concern can be raised and a process for responding to those concerns	3.11.3					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Schools with boarding facilities – child protection						
policies and procedures to ensure that all staff directly involved with the supervision of boarders are informed annually of their legal responsibilities related to child protection, and other relevant school expectations	3.11.4					
policies and procedures to ensure that requirements to prevent, identify, report and investigate allegations of reportable conduct in compliance with the *Children's Guardian Act 2019* are made known to staff annually	3.11.4					
policies and procedures to ensure that the school meets the requirements of the *Child Protection (Working with Children) Act 2012* in relation to working with children check clearances for all persons in child-related work, as required	3.11.4					
policies and procedures to ensure that the school has documented processes for being assured that any external provider accessed by the school complies with the *Child Protection (Working with Children) Act 2012*	3.11.4					
policies and procedures to prevent, identify and respond to reportable matters in accordance with legislative requirements	3.11.4					
policies and procedures to ensure that all staff who are mandatory reporters under the *Children and Young Persons (Care and Protection) Act 1998* are informed annually of their obligations and the manner in which the school expects them to comply	3.11.4					
policies and procedures to set clear guidelines and expectations for stakeholders regarding complaints or allegations of staff misconduct or reportable conduct	3.11.4					
policies and procedures to publish the school's complaint handling procedures regarding allegations of staff misconduct or reportable conduct	3.11.4					
policies and procedures to ensure that all staff have up-to-date staff handbooks and undertake professional development as determined by the principal	3.11.4					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Schools with boarding facilities – risk of harm						
policies and procedures to minimise the risk of harm that include supervision with specific reference to:	3.11.5					
– identification of staff with the allocated responsibility for students over a twenty-four (24) hour period						
– procedures for monitoring the whereabouts of students over a twenty-four (24) hour period						
– protocols and guidelines, including risk management, for boarders undertaking on-site and off-site activities						
– protocols for leave and travel arrangements						
Schools with boarding facilities – boarders' physical wellbeing and development						
policies and procedures to provide for and monitor boarders' physical wellbeing and development that include	3.11.6					
- supplying food that meets the Australian Dietary Guidelines						
- catering that complies with the requirements of the *NSW Food Act 2003*						
- facilities, personal and programs for physical activity						
policies and procedures for health care including:	3.11.6					
- twenty-four (24) hour access to emergency medical assistance						
- training of all staff directly involved in the supervision of boarders to the equivalent of Provide First Aid (HLTAID003)						
- monitoring the physical health of boarders						
- consent from and notification of parents/guardians regarding the administering of first aid and medical care						
- managing communicable and infectious diseases						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Schools with boarding facilities – boarders' physical wellbeing and development *(continued)*						
- managing immunisation and screening	3.11.6					
- distribution and monitoring of medication						
- care of ill boarders						
- ancillary health services, including facilities and personnel available on-site and off-site and how to access these services						
policies and procedures to provide for and monitor boarders' personal development and emotional wellbeing that include: - personnel responsible for pastoral care	3.11.7					
- identification of and support for students with special needs						
- homework and access to assistance with homework						
- access to counselling where required						
- provision for parent/guardian-student communication						
Schools with boarding facilities – day-to-day management						
policies and procedures to protect boarders that include: - security of the boarding school and its students, buildings and facilities for twenty-four (24) hours each day	3.11.8					
- response to serious incidents and emergencies						

Proforma C: Requirements for approving an outside tutor and/or accessing an external provider

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Staff						
identify any course(s) that the school intends to offer through study with outside tutor(s) in the first year of operation. Documented guidelines must be in place that outline the process to be used to: - verify each outside tutor's capacity to teach a course	4.1.2					
- ensure that in accessing an outside tutor the school would continue to comply with the requirements of the *Child Protection (Working with Children) Act 2015* in relation to working with children check clearances for all persons in child-related work as required						
- ensure that NESA curriculum and, where relevant, assessment requirements will be met by each outside tutor						
identify any course(s) that the school intends to outsource to external provider(s) in the first year of operation. Documentation must be provided that includes: - an outline of the processes that would be used to determine the suitability of the provider(s) to deliver the course(s)	4.1.2					
- an outline of the processes to be used to ensure that the outsourced courses comprise a minority of each student's overall pattern of study for each Stage of learning						
- procedures to ensure that each outsourced provider complies with the *Child Protection (Working with Children) Act 2012* in relation to working with children check clearances for all persons in child-related work as required						
- the respective responsibilities of the proposed school and possible external provider(s) including procedures that will be put in place to ensure that course(s) of study and, where relevant, assessment requirements will be met						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Safe and supportive environment – student welfare						
if students are allowed to study with an outside tutor or undertake outsourced courses/subjects, policies and procedures must be in place and be appropriate to ensure the personal safety and welfare of such students and their personal and social development	4.1.6.2					

Proforma D: Requirements for distance education

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				Responsible staff member
		Yes	No	n/a	If yes, school document name, location and date last revised	
Curriculum – distance education (if applicable)						
the courses proposed for delivery on-site and by means of distance education	4.1.3.3					
policies and procedures for authenticating potential student work	4.1.3.3					
guidelines for people such as family or community members who may act as on-site supervisors of a student's distance education work	4.1.3.3					
policies and procedures in relation to providing a minimum of fifteen (15) days of 'residential school' sessions each school year for each potential distance education student undertaking all of their courses of study by distance education. The minimum number of days of 'residential school' sessions that the proposed school intends to provide for students undertaking less than a full program of study by means of distance education is to be calculated on a pro-rata basis	4.1.3.3					
policies and procedures in relation to providing additional 'residential school' sessions for students undertaking courses that include practical components	4.1.3.3					
policies and procedures in relation to teacher visits to students	4.1.3.3					
samples of the teaching programs for each course to be delivered by means of distance education, including teaching and learning activities that would be provided to students	4.1.3.3					
the proposed annual schedule for teaching programs and activities to be undertaken on the days of 'residential school' sessions	4.1.3.3					
the proposed annual schedule for additional 'residential school' sessions for courses that have a practical component	4.1.3.3					
If seeking accreditation for the RoSA and/or HSC to be delivered by means of distance education	6.1					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Safe and supportive environment – distance education						
evidence that the proposed school will make available to stakeholders in a student's education and welfare the school's guiding principles and general organisation including statements about: - school aims	4.1.6.3					
- enrolment policies						
- student welfare policies						
- staff roles and responsibilities						
- communication mechanisms and processes for handling complaints						
- learning and social support services provided for students						
- assessment policies and procedures						
procedures to monitor students' personal and social development	4.1.6.3					
policies and procedures that will be appropriate to ensure the safety and welfare of students undertaking 'residential school' sessions where the students will be required to be accommodated away from home and the facilities/accommodation for such sessions will be provided by the proposed school itself or by contractual arrangement (excluding brief school trips and 'home stay' accommodation). Refer to sections 3.11.1 – 3.11.8 of the Manual for standards for the safety and welfare of boarders	4.1.6.3					
details of proposed school's programs that focus on personal and social development	4.1.6.3					
structured experiences that focus on personal and social development at the 'residential school' sessions	4.1.6.3					
details of proposed school's support personnel, such as a counsellor, who will assist with issues related to personal and social development as needed	4.1.6.3					