

Submission for approval to become a NESA approved training provider of courses relating to proper governance of non-government schools

This form is PART A of the submission and includes the following 4 sections:

1. Details of training organisation
2. History of training provision
3. Mapping of courses to governance requirements in section 3.9 of the *Registered and Accredited Individual Non-government Schools (NSW) Manual*
4. Declaration by Chief Executive Officer (or equivalent)

The *Administrative guidelines for approval of training providers and courses relating to proper governance of non-government schools* ('the Guidelines') provide details of the requirements for a submission and should be read prior to completing this form.

1. Details of training organisation			
Organisation name			
Head Office address			
ASIC registration details			
Organisation status	<input type="checkbox"/> For-profit <input type="checkbox"/> Not-for-profit		
<i>Chief Executive Officer (or equivalent) details</i>			
Name		Position	
Phone		Email	
<i>Contact person for this submission</i>			
Name		Position	
Phone		Email	

2. History of training provision

Please provide a brief description of the organisation's history and context to demonstrate its capacity to provide governance training, including, for example, details such as:

- how long the organisation has been operating
- how long the organisation has been delivering governance training
- the organisations to whom governance training has been delivered
- the quality and experience of the organisation's trainers/presenters
- whether the organisation has NESAs approval for any other governance course.

3. Mapping of courses to governance requirements in the Manual

Please complete the table below to identify how the courses delivered by your organisation map to the governance requirements in the Manual.

NESAs Manual Requirement – 3.9 Management and operation of the school	Addressed by proposed provider (Y/N)	Course/module/package in which requirement is addressed
3.9.1 fit and proper person or body		
3.9.2 refusal to register or cancellation of registration		
3.9.3 Proper governance		
3.9.3.1 Policies and procedures		
<ul style="list-style-type: none"> • school charter 		
<ul style="list-style-type: none"> • delegations schedule 		
<ul style="list-style-type: none"> • supervisory arrangements 		
<ul style="list-style-type: none"> • code of conduct for ‘responsible persons’ 		
<ul style="list-style-type: none"> • records of governance decisions and actions 		
<ul style="list-style-type: none"> • school’s legal compliance process 		
<ul style="list-style-type: none"> • risk management framework 		
3.9.3.2 Conflict of interest		
3.9.3.3 Related party transactions register		
3.9.3.6 External independent attestation audit of annual financial statements		
3.9.4 Financial viability		
3.9.5 NESAs notification matters		
Evidence of Completion: Please attach a sample template of the certification or evidence issued to participants at the successful completion of the course/module.		

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4. Declaration by the Chief Executive Officer (CEO)

I declare that the information contained in this submission, including any attached documents, is complete and accurate.

I confirm that the training organisation identified in this submission owns the intellectual property or has the authority to use the intellectual property for the courses included in this submission.

CEO name:

CEO signature:

Date:
