

POLICY

ROUTINE ASSESSMENT AND SPECIAL INVESTIGATION OF A NON-GOVERNMENT SCHOOL

Responsibility of:	Education Services	DoE File: 2017/518
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Target Audience:	School Governing Body, Administration and Registrar-appointed Assessors	

This document should be read in conjunction with **Registration or Variation to Registration for a Non-Government School** guidelines and procedures document.

1. POLICY

The registrar of non-government schools (the registrar) will establish and maintain a program of routine assessment to ensure that non-government schools are complying with the registration requirements and conditions of their registration.

All registered non-government schools (NGS) in the Northern Territory will be assessed at least once every five (5) years and the registrar may, at any time, authorise a special investigation into suspected non-compliance with:

- (a) A registration requirement for a non-government school; or
- (b) A condition of the registration of the school.

The registrar will direct one or more assessors to carry out the routine assessment or special investigation.

Assessors are appointed by the registrar and, in order to facilitate their appointment, the registrar may establish and maintain a panel of nominees and invite nominations to the panel from non-government schools.

Assessors will, at least five days business days before entering the school to conduct a routine assessment, give the governing body of the school written notice of the proposed entry. An assessor may enter a non-government school for a special investigation without any written notice if the assessor is of the opinion that giving notice might jeopardise the investigation.

Routine assessments and special investigations are conducted with reference to the registration requirements articulated in section 125 of the Education Act and specific school registration conditions.

Assessors may make reasonable requests of employees of NGSs to provide information, documents and assistance as required for the purposes of the assessment or investigation.

On completion of the assessment or investigation, the assessors will prepare a draft report for the consideration of the governing body of the school. The governing body of the school will be given a reasonable period of time to make representations on the draft report.

Unless a longer period has been allowed by the registrar, the assessor must give the final routine assessment report to the registrar within one month after completing the assessment and within seven days after completing a special investigation.

The registrar will, as soon as practicable, provide a copy of the final report to the governing body of the school.

If satisfied that the registration requirements and conditions of the school's registration have been met, the registrar will confirm ongoing registration and notify the school's governing body in writing.

If a breach of a registration requirement or a condition of the school's registration condition has occurred, the registrar will either vary, suspend or cancel the registration of the school. Prior to taking such action, the registrar will notify the school's governing body of the proposed action and its grounds, specifying a reasonable timeframe during which representation can be made in relation to the proposed action.

2. BUSINESS NEED

The *Education Act 2015* came into effect on 2 January 2016 and sought to address deficiencies in the registration and operational requirements of non-government schools.

The objective of the changes to the Act was to address anomalies between government and non-government schools, between schools within the NGS sector and to align the NGS sector in the Territory with best practice in other jurisdictions, particularly through increased regulation and monitoring of the development of the NGS sector.

3. SCOPE

This policy seeks to provide the non-government school sector in the Northern Territory with information on the Department of Education's policy for conducting a routine assessment or special investigation of a non-government school.

This policy does not apply to Northern Territory Government schools or registered training providers (RTOs).

4. DEFINITIONS

In this Part:

The Act - *Education Act 2015*.

NT- Northern Territory.

Registrar - registrar of non-government schools appointed under section 123 of the Education Act.

Registration - in relation to a non-government school, means a registration of the school under section 125 of the Act.

5. ROLES AND RESPONSIBILITIES

The **Registrar of Non-Government Schools** is responsible for:

- the scheduling of routine assessments and approval of special investigations;
- appointment of assessors;
- variation of standard timeframes for routine assessment and special investigation feedback and reporting;
- deciding and communicating consequences of breaches of registration requirements or conditions; and
- maintaining the NGS register.

The **Assessors** are responsible for conducting routine assessments and special investigations of an NGS and reporting conclusions to the registrar within specified timeframes.

The **Executive of the Department of Education** is responsible for approval of policy relating to the routine assessment or special investigation of an NGS.

NGS governing bodies and employees are responsible for providing the information and assistance requested by assessors during the course of a routine assessment or special investigation.

The **Manager Non-Government Schools** will act on behalf of the registrar for all administrative matters relating to NGS routine assessment and special investigation.

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

The Education Act 2015 - <https://legislation.nt.gov.au/en/Legislation/EDUCATION-ACT>

Part 7, Division 1 -11 relates to Non-Government Schools

Policy – Registration of a Non-Government School.

Guidelines for Applying for Registration or Variation to the Registration of a Non-Government School.

<https://education.nt.gov.au/education/policies/registration-of-a-non-government-school>