Department of Education and Training

Read this document with the Department of Education and Training’s Information privacy policy.

# Introduction

The Department of Education and Training (the department) provides education to young Territorians in order to maximise educational outcomes and wellbeing from the early years, through to adulthood. In accordance with Section 11 of the *Information Act 2002* (NT) (the Act), the department is required to publish an information statement annually that:

* provides a description of the functions and structure of the department
* describes the kinds of information usually held by the department
* describes the procedures for providing access to government information, both personal and non-personal
* describes the procedure for correcting information held by the department.

# 2. Definitions

## 2.1 Personal Information

Personal information as defined by section 4A of the Act is:

* 1. Government information that discloses a person's identity or from which a person's identity is reasonably ascertainable is personal information.
	2. However, the government information is not personal information to the extent that:
		1. the person's identity is disclosed only in the context of having acted in an official capacity for a public sector organisation; and
		2. the government information discloses no other personal information about the person.

2.2 Acted in an official capacity

As defined in section 4A, acted in an official capacity in relation to a public sector organisation, means having exercised a power or performed a function as, or on behalf of, the organisation.

2.3 Records

Records as defined by section 4 of the Act means recorded information in any form, including data in a computer system, that is required to be kept by a public sector organisation as evidence of the activities or operations of the organisation and includes part of a record and a copy of a record.

# Functions and organisational structure

The department’s functions are delivered across four divisions each with branches that provide expert advice and guidance, by setting policies, to government, our regions, our schools, and our employees.

The functions of these divisions and branches are:

|  |  |  |
| --- | --- | --- |
| Division | Branch  | Function |
| **Schools** | * **NT Government Schools**
* **School Support**
 | Provide operational and improvement support to schools and early childhood services and enable the delivery of high-quality education services to children and students across Northern Territory (NT) regions. |
| **Early Years and School Services** | * **Early Childhood**
* **Inclusion and Engagement Services**
* **Teaching and Learning Services**
 | Centre of expertise for the design of evidence based, data driven curriculum, pedagogy and assessment resources, support for children and students from birth to year 12, national and local policy reform and key projects.Provide differentiated support services to reform inclusion and improve engagement and access to learning for children, students, and communities. |
| **Skills, Pathways and Quality** | * **Skills**
* **Office of the Chief Executive**
* **Quality Standards and Regulation**
 | Strengthen outcomes for children and young people through robust education and care compliance, standards, and regulation.Provide high quality secretariat, communication.Work with stakeholders to support the Territory’s education and care sector to operate effectively within legislation, policy, and best practice.Provide oversight and governance of NT Government partnerships. |
| **Strategic and Business Services** | * **Financial Services**
* **Strategic Services**
 | High quality centralised finance.Centre of expertise for strategy, strategic policy and governance, project management and data, research and evidence. Leadership on educational reform that sets the agency’s digital data direction and provides support and advice building capability across the agency and driving excellence. |

The department’s annual report provides further information on the department’s organisational structure[[1]](#footnote-1).

# Centralised services

As part of across government centralised services, three other agencies provide services to the department:

* Department of Corporate and Digital Development (DCDD)
* Department of Logistics and Infrastructure
* Attorney-General’s Department.

# 5. Types of records held by the department

| Division and Business Areas | Types of records held and records relating to: |
| --- | --- |
| **Schools*** NT Government Schools
* Big Rivers
* Central
* Barkly
* Top End
* East Arnhem
* Darwin
* Educational Leadership, Culture and Care
* School Operations
* Emergency Management and Infrastructure
 | * School Operations – coaching, advice and support
* Cultural leadership and advice in regions to support Aboriginal student achievement
* Pipeline attraction and retention of educators, principals, and other professionals
* Cultural responsiveness programs
* Education workforce planning, profile mapping, forecasting and mobility
* Aboriginal Employee Career Development Strategy and actions
* Educational leadership and development programs, including Aboriginal educators
* Employment programs
* Inclusion and Diversity Programs
* Workplace conditions - Industrial framework implementation
* Employee wellbeing
* Work health safety, physical and psychological
* Workforce integrity, culture and values
* Emergency management, security and critical incident response
* Infrastructure planning, property, asset and investment management
 |
| **Early Years and School Services*** Early Childhood Services and Support
* Student Wellbeing and Inclusion Programs and Services
* Engagement and Attendance
* Community Engagement and Local Decision Making
* Strategic Engagement Partnerships
* Primary
* Secondary Years
* Strategic Insights, Reporting and Coordination
 | Project and reform documentation including:* Framework for inclusion - mental health, wellbeing and inclusion reform projects
* Education Engagement Strategy 2022-2031
* Indigenous Education Strategy 2015-2024
* Youth Voice Peak Group
* Leaders of Tomorrow
* Learning on Country
* Flexi-learning Partnership
* Aboriginal Peak Body

Service Delivery documentation including:* Mental health, wellbeing and inclusion programs, service provision and system support
* Enrolment and attendance data, analysis, support, and reporting
* Place responsive multidisciplinary delivery of engagement support
* Youth justice education advocacy
* Student engagement programs and services including Student Voice
* Engagement Programs – Clontarf and Stars
* Community engagement and local decision making
* Working with remote and very communities to develop local voice
* Advice to Principals and management on Aboriginal education issues
* Establishing Local Engagement and Decision-Making Committees (LEaD)
* Community LED Schools Initiative.

**Early Childhood*** Curriculum, pedagogy and assessment birth to preschool
* Early childhood integrated services
* Early childhood programs, including Families as First Teachers and the Literacy for Parents program
* Data and analysis including early childhood attendance and participation data
* National and local early childhood policy reform and initiatives and key projects
* Operational policy, e.g., government preschools’ compliance with the National Quality Framework

**Primary*** Curriculum, pedagogy and assessment Transition to year 6

**Secondary and transitions*** Curriculum, pedagogy and assessment years 7–12
* Transition to boarding and secondary, The Transition Support Unit
* Aboriginal languages and culture
* Culturally responsive teaching and learning
* Curriculum, pedagogy, and assessment coaching
* National and Systemic Assessment, e.g., NAPLAN, Reporting to Parents, Australian Early Development Census
* Differentiated teaching and learning support including for English as an additional language/dialect learner
* Digital teaching and innovative practice
 |
| **Skills, Pathways and Quality*** Skills NT
* VET in Schools and Careers
* Chief Executive and secretariat services
* Communication support and services
* Quality Assurance
* Partnerships and Projects
 | * Registered training organisations and vocational education training
* Student careers and industry partnerships and transition to employment programs
* Audit, risk and fraud control
* Information privacy and copyright
* Request for information and collaboration with DCDD for Freedom of Information
* Complex complaint management and resolution
* Co-ordination of operational policy
* Education Act regulation including attendance; eligible options; minimum standards for schools; home schooling regulation
* Responses to inquiries by external complaint bodies
* International education regulation
* Legal services
* National Quality Framework regulation, assessment, and reviews
* Non-Government School regulation
* School and system reviews and standards including reviewer training
* Agency projects and policy development
* Oversight and governance of NTG partnerships
* Secretariat and executive services
* Departmental branding, communications and media support and services
 |
| **Strategic and Business Services*** Finance – Corporate
* Finance - Schools
* Strategic Aboriginal Policy
* Strategic Policy
* Strategic Reform
* Strategic Projects
* School Improvement and System Performance
 | * Financial management, including:
	+ Financial accounting and controls
	+ Budget management and school funding
	+ School Resourcing Model
	+ Financial analytics, systems and policy
	+ School business services
	+ Contracts and grant programs systems
* External and internal stakeholder oversight
* Agency reform and consultancy services to support strategic reviews
* Corporate governance
* Data assurance and governance
* Digital and data strategy and governance
* Non-Government schools funding, higher and international education policy, strategy and partnerships
* Intra and Intergovernmental relations
* Legislation
* Project management and evaluation (EPMO)
* Reporting and performance
* School and system improvement design
* Evidence and research center of expertise
* Agency data and analytics
* Strategic direction, corporate reporting and business planning
* Strategic policy reform
* Leadership of education improvement
* Evidence and data translation
* Regional co-ordination and intragovernmental liaison
 |

# 6. Department of Education and Training Centralised Services (One NTG)

The following information is managed on behalf of the department by One NTG partner agencies.

Requests to access or amend this information should still be made to the department, as per the processes set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Function | Centralised Service | Types of records held in relation to the delivery function |
| **Department of Corporate and Digital Development** | Client liaison for the delivery of consolidated corporate services. | * procurement
* workforce relations
* workforce development
* data
* digital
* web
* fleet
* information management
* freedom of information
* training
* taxation
* banking
* payroll
* accounts payable
* corporate credit card
* establishment - recruitment
* NT property management
* agency business systems
 | * procurement
* personnel records
* student records
* HR case management
* information communication and technology services and policy
* fleet management
* system administration and maintenance
* freedom of Information
* creditors and debtors
* credit card details
* recruitment details
* leasing details
 |
| **Department of Logistics and Infrastructure** | Client liaison for the delivery of consolidated infrastructure services. | * major capital works, $1M+
* minor capital works
* repairs and maintenance
 | * plans and business cases
* property and asset management
* finance
* procured services
 |
| **Attorney-General’s Department**  | Client liaison for the delivery of legal services. | * Solicitor for the Northern Territory
 | * Legal case management
 |

# 7. Information held by the department

The department holds information relating to its function of providing educational services to children and young people across the NT. Some of this information is available publicly on the department’s website while other information is held securely within department systems and databases.

## 7.1 Published Information

Published Information available freely on the department’s website[[2]](#footnote-2) is grouped and accessible through nine categories:

* Careers in Education
* Publications
* Policy and advisor library
* Support for teachers
* Statistics, research, and strategies
* Education and training events and awards
* Committees, regulators, and advisory groups
* Reviews and consultations
* Parents and carers.

Annual Reports are available on the website via the *Publications* section and open datasets for enrolment and attendance, student suspension and NT Certificate of Education and Training (NTCET) statistics are made available via the Statistics, research, and strategies section.

NT Government schools may have their own websites and social media accounts that provide details of the school and their activities. The Education Directory[[3]](#footnote-3) provides further information and contact details for schools.

More information about the department can be found on the department’s website at <https://education.nt.gov.au/>.

All information published on the department’s website is freely available. Where possible, information is directly linked and available for you to download. If you are having difficulty accessing any of these documents, please contact us via our contact page[[4]](#footnote-4) so that we can assist you by providing the information in an alternative format.

## 7.2 Accessing past school results

Current and past students can obtain replacement copies of school results through the department’s NT Certification team. This includes copies of:

* Year 10 results
* Year 11 statement of results
* Record of achievement Year 11 and Year 12
* Northern Territory Certificate of Education and Training.

Fees for this service range from $30 - $60 and individuals will need to complete an application form.[[5]](#footnote-5)

For more information on how to access a copy of your past school results go to: <https://nt.gov.au/learning/adult-education-and-training/get-a-copy-of-your-past-school-results>

## 7.3 Obtain access or seek correction of personal information

The Act allows individuals to request access to or correction of government information held by the department and includes review rights.

Under Freedom of Information (FOI) you can apply to:

* access personal and non-personal information
* correct personal information
* seek an internal review of a decision.

The department is required to provide you with the information requested unless one of the specific refusal reasons set out in the Act apply.

These reasons can be that:

* the information is already publicly available
* it is not in the public interest to do so
* the information is subject to an exemption
* the information cannot be identified or does not exist

 or

* providing access to the information would unreasonably interfere with operations.

You can submit your FOI requests to the department by:

* written letter - this can be a letter or email; or
* filling in the application [form](https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request).[[6]](#footnote-6)

All requests and queries should be made to:

**Freedom of Information**

Department of Corporate and Digital Development

**Address:** GPO Box 2391

DARWIN NT 0801

**Email:** FOI@nt.gov.au | **Phone:** (08) 899 91793

# 8. Application

For an application to be accepted as valid and processed it must:

* be in writing
* specify your name and an address for correspondence
* include sufficient details to identify the information
* include proof of your identity
* be accompanied by any applicable application fees.

## 8.1 Application fees

**Personal information**

There is no application fee to request personal information however other fees may apply.

#### 8.1.1 Non-personal information or a mix of non-personal and personal information

An application fee of $30-$60 (including GST) applies to requests for access to non-personal or mixed personal and non-personal information. This fee must be paid before an application can be accepted.

## 8.2 Processing fees

If your request is for non-personal information or a mixture of personal and non-personal information a processing fee may apply. The department will advise you of this fee and will require a 50% deposit before work can begin on your application.

All of the following apply to processing fee deposits:

* the agency will not proceed with your application until you have paid the required deposit
* paying the deposit does not guarantee that you will get all the information requested
* if the actual cost of processing ends up being less than your deposit, for example, if it is quickly discovered that no information exists, you will be refunded the excess amount

and

* an agency can retain your deposit even if no information is released to you if the actual processing costs are higher than the deposit.

Once a deposit has been received, the department will begin processing your request. The balance of the processing fee must be made in order to receive a final decision on your application.

For more information about requests and fees please refer to the NT Government Freedom of Information website [https://nt.gov.au/law/rights/freedom-of-information.](https://nt.gov.au/law/rights/freedom-of-information)

# 9. Related policy, legislation and documents

Policy, standards and legislation relating to how the department manages information includes:

[*Information Act 2002* (NT)](https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002)

[*Education Act 2015* (NT)](https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015)

[Information Privacy Policy](https://education.nt.gov.au/policies/conduct)

Information Privacy Guidelines (internal use only)

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| --- | --- |
| Acronyms | Full form |
| DCDD | Department of Corporate and Digital Development |
| EPMO | Enterprise Project Management Office |
| FOI | Freedom of Information |
| LEaD | Local Engagement and Decision-Making |
| NT | Northern Territory |
| NTCET | NT Certificate of Education and Training |

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| 1.0 | 2 January 2024 | Yvonne Sundmark  | Final |
| 2.0 | 30 January 2025 | Liliane Alexandrino | Draft to update DET organisational chart commencing 27 January 2025 |

1. https://education.nt.gov.au/publications/annual-reports [↑](#footnote-ref-1)
2. https://education.nt.gov.au [↑](#footnote-ref-2)
3. https://directory.ntschools.net/#/schools [↑](#footnote-ref-3)
4. https://education.nt.gov.au/contact [↑](#footnote-ref-4)
5. https://nt.gov.au/\_\_data/assets/pdf\_file/0010/227269/application-for-replacement-documentation.pdf [↑](#footnote-ref-5)
6. https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request [↑](#footnote-ref-6)