

Information statement

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) is a public sector organisation responsible for providing education services to young Territorians to maximise educational outcomes and wellbeing from the early years, through to adulthood.

In accordance with section 11 of the *Information Act 2002* (the Act), the department, as public sector organisation, is required to publish an annual information statement that includes the following information relevant to the department:

- description of the functions and structure
- description of the kinds of information usually held by the department
- specification as to whether the information may be inspected under other legislation, purchased or distributed for free by the public
- details on how the information may be inspected, including whether if inspection is free or otherwise
- description of the procedures for providing access to government information, both personal and non-personal
- description of the procedure for correcting information held by the department.

Definitions as defined by section 4 of the Act

Personal Information

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:
 - a. the person's identity is disclosed only in the context of having acted in an official capacity for a public sector organisationand
 - b. the government information discloses no other personal information about the person.

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.

Records

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, organisational structure and records held

The department's functions are delivered across five 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	Types of records held and records relating to:
Schools and Regions	- Northern Territory (NT) Government Schools - School Support	NT Government Schools - provides critical system leadership and is responsible for the performance and development of principals across the regions to support the delivery of improved educational outcomes in assigned schools and early childhood services. This includes executive experience in implementing, coordinating and influencing interagency, stakeholder and whole of government education priorities and projects in the respective regions. School Support - Provides critical operational services to schools through three teams: School Leadership, Culture and Care; Emergency Management and Infrastructure; and School Operations.	- 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.

Division	Branch	Function	Types of records held and records relating to:
Early Years and School Services	- Early Childhood - Inclusion and Engagement Services - Teaching and Learning Services	Early Childhood - Provides quality evidence-based policy development, analysis and advice that strategically links policy, planning and program delivery to support improved education outcomes, particularly for children aged from birth to 8 years. This branch also includes the Quality Education and Care NT (QECNT) regulatory authority responsible for administering the National Quality Framework in approved early years education and care services across the Northern Territory. Inclusion and Engagement Services - Provides differentiated support services to reform inclusion and improve engagement in, and access to, learning for children, students and communities. Teaching and Learning Services - Centre of expertise for the design of evidence based, data driven curriculum, pedagogy and assessment resources, and support for children and students from Preschool to Year 12.	Project and reform documentation 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 - Engagement Programs - Community engagement and local decision making - 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 programs and 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, initiatives and key projects - National Quality Framework regulation, assessment, and review

Division	Branch	Function	Types of records held and records relating to:
			- Operational policy, e.g., government preschools' compliance with the National Quality Framework. Primary and Secondary - Curriculum, pedagogy and assessment Transition to Year 12 - Culturally responsive teaching and learning - 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.
Skills and Pathways NT	- Skills and Pathways NT - Office of the Chief Executive	Skills and Pathways NT - Responsible for building a skilled and capable workforce in the NT through Vocational Education and Training (VET) that meets the needs of Territorians, industry and community – critical to rebuilding the economy. Office of the Chief Executive – responsible for providing support to the Chief Executive and Minister for Education and Training through supporting the strategic and operational functions of the department. Additionally, provides high-quality secretariat and executive services to the department and is responsible for managing communications and media within the agency.	- Registered training organisations and vocational education training - Student careers - Industry partnerships - Transition to employment programs - Secretariat and executive services - Departmental branding, communications and media support and services.
Financial Services	- Finance Corporate - Finance Schools	Financial Services – responsible for high-quality centralised finance, providing a range of expert financial management services, including funding arrangements and obligations for Northern Territory schools and the non-government sector, whilst navigating budget setting and reporting on both a calendar and financial year basis. Financial Services	- Financial management, including: - Financial accounting and controls - Budget management and school funding - School Resourcing Model - Financial analytics, systems and policy

Division	Branch	Function	Types of records held and records relating to:
	Teacher Registration Board (TRB)	provide a range of services ranging from providing strategic advice to the Chief Executive to leading a school resourcing model based on the needs of students. Office of the TRB - Conduit between the department and the NT Teacher Registration Board. Responsible for regulating teacher registration across NT government, Catholic, and independent schools, ensuring that teachers are qualified and competent, contributing to the safety, quality, and professionalism of the teaching profession in the Territory.	- School business services - Contracts and grant programs systems.
Strategic Services	- Strategic Policy - Strategic Projects - Performance and Improvement - Assurance and Improvement	Provides strategic leadership and oversight of financial management, governance, policy, risk, and integrity functions across the Northern Territory education sector. It supports informed decision-making, sector reform, and alignment with government priorities through the delivery of financial, legal, governance, and advisory services. The division coordinates the department's responses to recommendations from external review bodies, manages complaints and review processes, and promotes lawful, fair, and consistent decision-making. It is also responsible for risk management, internal audit, integrity advice, operational policy coordination, school body governance, and oversight of the Northern Territory Board of Studies (NTBOS), and the school review program informed by the School Improvement Tool (SIT).	- Audit, risk and fraud control - Information privacy and copyright - Request for information and collaboration with DCDD for Freedom of Information - Agency privacy related matters including advice, breaches, complaints, Privacy Impact Assessments, information governance and training materials - 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 - Non-Government School regulation, schools funding, higher and international education policy, strategy and partnerships

Division	Branch	Function	Types of records held and records relating to:
			• School and system improvement design, reviews and standards including reviewer training • Agency projects and policy development • Oversight and governance of NTG partnerships • 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 • Intra and Intergovernmental relations • Project management and evaluation (EPMO) • Reporting and performance • Evidence and research center of expertise • Agency data and analytics • Strategic direction, corporate reporting and business planning • Leadership of education improvement • Evidence and data translation • Regional co-ordination and intragovernmental liaison.

You can read more about the organisational structure in the department's [Annual reports](#).

Information statement

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 (DCDD)	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	Function	Centralised Service	Types of records held in relation to the delivery function
Department of Logistics and Infrastructure (DLI)	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 (AGD)	Client liaison for the delivery of legal services.	Solicitor for the Northern Territory	Legal case management.

Information statement

Information held by the department

The department holds information relating to its function of providing educational services to young Territorians from their early years to adulthood. Some of this information is available publicly on the department's website while other information is held securely within department systems and databases.

Published Information

Published information available freely on the department's website is grouped and accessible through nine categories:

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

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 provides further information and contact details for schools.

For more information about NT Government schools, go to the Education and Training Directory:
[NT Government schools](#)

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

More information about the department can be found on the department's website at [Department of Education and Training](#).

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 (NTCET).

Fees for this service range from \$30 - \$60 and individuals will need to complete an application form.

For more information on how to access a copy of your past school results go to: [Get a copy of your past school results](#)

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 online application form.

For more information on how to lodge a Freedom of Information request go to: [How to lodge a request](#)

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

Application

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

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

Application fees

Personal information

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

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.

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
- 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 [Freedom of information](#)

Related policy, legislation and resources

Legislation

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

Information Act 2002 - <https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002>

Education Act 2015 - <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)

Resources

Department of Education and Training Annual reports - <https://education.nt.gov.au/publications/annual-reports>

Education and Training Directory - <https://directory.ntschoools.net/#/schools>

Department of Education and Training - <https://education.nt.gov.au/>

Get a copy of your past school results - <https://nt.gov.au/learning/adult-education-and-training/get-a-copy-of-your-past-school-results>

Freedom of information 'How to lodge a request' - <https://nt.gov.au/law/rights/freedom-of-information/how-to-lodge-your-request>

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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
3.0	August 2026	Quality Assurance Services	Updated to current agency template and Australian Government Style Manual. Edits to division and business area names, and functions as per restructure July 2026.

Version	Date	Author	Changes made
			The Functions, Organisational structure, and Types of records held sections have been combined to reduce document length and eliminate duplication of information.

Acronyms	Full form
DET	Department of Education and Training
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