

NON-STATE SCHOOLS ACCREDITATION BOARD

PURCHASING PROCEDURES (ASSESSORS)

Education (Non-State School Accreditation) Act 2001, section 144

1. **Application etc. of the Board Purchasing Procedures (Assessors)**

- (1) These *Purchasing Procedures (Assessors)* (the “**Procedures**”) apply to the appointment by the Non-State Schools Accreditation Board (the “**Board**”) of a person as an assessor under section 144 of the *Education (Non-State School Accreditation) Act 2001* (the “**Act**”).
- (2) The Procedures are subject to the Act.
- (3) The Procedures take account of the *State Purchasing Policy*.

2. **Commencement**

The Procedures commence on 6 April 2006.

3. **Recruitment of assessors**

The Board may seek suitable persons for appointment as assessors in the way it considers appropriate.

4. **Period of appointment**

- (1) An assessor is to be appointed for a term of not more than 3 years.
- (2) An assessor may be appointed for more than 1 term.

5. **Criteria to be appointed as assessor**

In addition to the matters set out in sections 144 and 145 of the Act for deciding whether to appoint a person as an assessor, the Board may have regard to:

- (a) the extent any direct involvement the person will have if appointed as an assessor in aspects of State or non-State schooling education programs;

- (b) the person's demonstrated ability to report in writing in a thorough, comprehensive, concise and timely manner;
- (c) the person's willingness to provide the names and contact details for at least 2 referees; and
- (d) the person's willingness to participate in a training program if appointed as an assessor.

6. Assignment of work

- (1) The Board, or the Director (the "**Director**") of the Board's Secretariat, is to assign an assessment to an assessor.
- (2) Appointment as an assessor is no guarantee of assignment to any assessments.

7. Remuneration, incidental expenses and support services, for assessors

- (1) The fee paid for each assessment is set out in the Schedule to these procedures.
- (2) The Board may:
 - (a) provide secretarial, administrative and typing support to assessors;
 - (b) provide booking and payment of airfares in respect of assessments;
 - (c) pay allowances to assessors for meals, accommodation and incidental expenses while travelling on official duties as per the *Public Service Act 1996*.
 - (d) pay kilometric allowance to assessors when a private vehicle is used; and
 - (e) provide assessors with office accommodation, parking space, stationery, postage, email, facsimile, phone, consumables and like provisions.

8. Payment of fees, etc.

- (1) Payment of a fee or other amount of money for an assessment is subject to receipt by the Board or the Director of a correctly rendered invoice.
- (2) Before a fee or other amount of money is paid, the Board or the Director must be satisfied that the assessor's payment claim is in accordance with these procedures.
- (3) Before a fee or other amount of money is paid, the Board or the Director must be satisfied that the assessment has been undertaken to an acceptable standard.

- (4) Subject to subsections (2) and (3), the Board is to pay the amount due to the assessor within 30 days of the receipt of a correctly rendered invoice mentioned in subsection (1).
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SCHEDULE

PURCHASING PROCEDURES (ASSESSORS)

FEES FOR ASSESSMENTS

For performing the task listed in Column 2, the Board will pay the assessor the fee set out in Column 3.

DISPLAY

Column 1 Provisions of Act	Column 2 Assessment type	Column 3 Fee [See annotations (A) to (D) below]
<p><i>Subdivision 4—Assessment of schools</i></p> <p>32 Initial assessment of school</p> <p>(1) The board must after the assessment day start an assessment of a provisionally accredited school, to decide whether the school is complying with the accreditation criteria.</p> <p>33 Report by assessor</p> <p>(1) To assess a school under this subdivision, the board must obtain a written report from an assessor about whether the school is complying with the accreditation criteria.</p>	<p>Assessment for primary education and secondary education</p> <p>Assessment for primary education</p> <p>Assessment for secondary education</p>	<p style="text-align: center;">\$1,600</p> <p style="text-align: center;">\$1,200</p> <p style="text-align: center;">\$1,200</p>
<p><i>Division 3—Additional assessment of certain schools</i></p> <p><i>Subdivision 1—Assessment when school first starts to operate within a sector of schooling</i></p> <p>36 Application of sdiv 1</p> <p>This subdivision applies to a school—</p> <p>(a) that was an establishment phase school for a sector of schooling; and</p> <p>(b) that has started to operate, within the sector of schooling, on the school’s sector student-intake day for the sector of schooling.</p> <p>37 Assessment of school</p> <p>(1) The board must after the assessment day start an assessment of the school, to decide whether the school is complying with the accreditation criteria.</p> <p>(2) The board may conduct not more than 2 assessments of the school under this section.</p> <p>38 Report by assessor</p> <p>(1) To assess a school under section 37, the board must obtain a written report from an assessor about whether the school is complying with the accreditation criteria.</p>	<p>Assessment for 1 sector of schooling</p> <p>Assessment for 2 sectors of schooling</p> <p>Assessment for 3 sectors of schooling</p>	<p style="text-align: center;">\$1,100</p> <p style="text-align: center;">\$1,200</p> <p style="text-align: center;">\$1,450</p>

<p align="center">Column 1</p> <p align="center">Provisions of Act</p>	<p align="center">Column 2</p> <p align="center">Assessment type</p>	<p align="center">Column 3</p> <p align="center">Fee</p> <p>[See annotations (A) to (D) below]</p>
<p><i>Subdivision 2—Assessment when school starts to operate within a sector of schooling at new site</i></p> <p>38A Application of sdiv 2</p> <p>This subdivision applies to a school that has started to operate, within a sector of schooling, at a site (a “new site”) at which the school has not previously operated within the sector of schooling.</p> <p>38B Assessment of school</p> <p>(1) The board must after the assessment day start an assessment of the school in relation to the provision of education within the sector of schooling at the new site, to decide whether the school is complying with the accreditation criteria.</p> <p>38C Report by assessor</p> <p>(1) To assess a school under section 38B, the board must obtain a written report from an assessor about whether the school is complying with the accreditation criteria.</p>	<p>Assessment for 1 sector of schooling</p> <p>Assessment for 2 sectors of schooling</p> <p>Assessment for 3 sectors of schooling</p> <p>Assessment for 4 sectors of schooling</p>	<p align="center">\$1,100</p> <p align="center">\$1,200</p> <p align="center">\$1,450</p> <p align="center">\$1,600</p>
<p>41A Report by assessor</p> <p>(1) Before making a decision mentioned in section 39(1)(b), the board may obtain a written report from an assessor about the matter.</p> <p>(2) To prepare the report, the assessor may exercise the assessor’s powers under chapter 5, part 3.</p> <p>39 Suitability of governing body</p> <p>(1) This section applies if the board is deciding—</p> <p>(a) whether a school’s governing body that is the applicant for the accreditation of the school is suitable to be the school’s governing body; or</p> <p>(b) whether the governing body of a provisionally accredited, or accredited, school is suitable to continue to be the school’s governing body; or</p> <p>(c) whether the proposed governing body of a provisionally accredited, or accredited, school would be suitable to be the school’s governing body.</p>	<p>Suitability of governing body assessment conducted concomitant with another assessment</p> <p>Suitability of governing body assessment not conducted concomitant with another assessment</p>	<p>The fee for the other assessment plus \$900</p> <p align="center">\$1,000</p>

<p style="text-align: center;">Column 1 Provisions of Act</p>	<p style="text-align: center;">Column 2 Assessment type</p>	<p style="text-align: center;">Column 3 Fee [See annotations (A) to (D) below]</p>
<p>62 Report by assessor</p> <p>(1) Before deciding whether to give a school’s governing body a compliance notice about the school’s noncompliance with an accreditation criterion, the board may obtain a written report from an assessor about whether the school is complying with the criterion.</p>	<p>Assessment in connection with all of the 4 prescribed accreditation criteria</p> <p>Assessment in connection with the school’s financial viability</p> <p>Assessment in connection with the school’s educational program and student welfare processes</p> <p>Assessment in connection with the school’s resources</p> <p>Assessment in connection with the school’s improvement processes</p>	<p style="text-align: center;">\$1,600</p> <p>If more than 1 criterion is assessed the fee is \$940 (for the first criterion) plus the total of the fees set out below for additional criterion assessed</p> <p style="text-align: center;">\$165</p> <p style="text-align: center;">\$165</p> <p style="text-align: center;">\$165</p> <p style="text-align: center;">\$165</p>
<p>73B Report by assessor</p> <p>(1) Before deciding whether it is satisfied about a matter mentioned in section 73(3), the board may obtain a written report from an assessor about the matter.</p> <p>(2) To prepare the report, the assessor may exercise the assessor’s powers under chapter 5, part 3.21</p> <p>73 Application for Government funding for accredited school</p> <p>(1) The governing body of an accredited school may apply for Government funding for the school.</p> <p>(2) ...</p> <p>(3) Subsection (4) applies if the board is satisfied—</p> <p>(a) the school is not being operated for profit; and</p> <p>(b) the applicant is not a party to, and does not intend to enter into, a prohibited arrangement in relation to the operation of the school; and</p> <p>(c) there is no direct or indirect connection between the applicant and a for-profit entity that could reasonably be expected to compromise the independence of the applicant when making financial decisions.</p> <p>(4) ...</p>	<p>School is not being operated for profit</p> <p>Party to prohibited arrangement</p> <p>Direct or indirect connection</p>	<p style="text-align: center;">\$600</p> <p style="text-align: center;">\$600</p> <p style="text-align: center;">\$600</p>

<p style="text-align: center;">Column 1 Provisions of Act</p>	<p style="text-align: center;">Column 2 Assessment type</p>	<p style="text-align: center;">Column 3 Fee [See annotations (A) to (D) below]</p>
<p>98A Report by assessor</p> <p>(1) Before issuing a show cause notice on a ground mentioned in section 93(a), (d) or (e) the board may obtain a written report from an assessor about the matter.</p> <p>(2) To prepare the report, the assessor may exercise the assessor’s powers under chapter 5, part 3.</p> <p>93 Grounds for withdrawal</p> <p>(1) Each of the following is a ground for the withdrawal of the eligibility for Government funding—</p> <p>(a) the school is being operated for profit;</p> <p>(b) ...</p> <p>(c) ...</p> <p>(d) the school’s governing body is a party to a prohibited arrangement in relation to the operation of the school;</p> <p>(e) there is a direct or indirect connection between the school’s governing body and a for-profit entity that could reasonably be expected to compromise the independence of the governing body when making financial decisions;</p>	<p>Assessment conducted concomitant with another assessment—school is not being operated for profit</p> <p>Assessment conducted concomitant with another assessment—party to prohibited arrangement</p> <p>Assessment conducted concomitant with another assessment—direct or indirect connection</p> <p>Assessment not conducted concomitant with another assessment—school is not being operated for profit</p> <p>Assessment not conducted concomitant with another assessment—party to prohibited arrangement</p> <p>Assessment not conducted concomitant with another assessment—direct or indirect connection</p>	<p>The fee for the other assessment plus \$500</p> <p>The fee for the other assessment plus \$500</p> <p>The fee for the other assessment plus \$500</p> <p style="text-align: center;">\$600</p> <p style="text-align: center;">\$600</p> <p style="text-align: center;">\$600</p>
<p>BOARD REPRESENTATIVE ROLE</p> <p>A standing member of the Board or nominated representative who include official assessors or external nominees attend school cyclical review program meetings..</p>	<p>Board representative attending cyclical review meeting.</p>	<p style="text-align: center;">\$350</p>

Start: Annotations to fees

(A) If the Chairperson of the Board or Director is or becomes aware of special circumstance applying to the assessment that would cause the assessor to undertake work not contemplated by the above, the Chairperson or Director may decide a rate more than the rate set out above.

(B) The Chairperson of the Board or Director may, in exceptional circumstances, approve an amount more or less than the rate set out above.

(C) The Chairperson of the Board or Director may decide the rate for an assessment of an application type that in the opinion of the Chairperson or Director is not listed above.

(D) If, because of exceptional circumstances for a particular assessment, the Chairperson of the Board or Director considers a rate less than the rate set out above is warranted, the Chairperson or Director may make a particular case offer to the assessor based on that reduced rate.

End: Annotations to fees