

New type of education

Fact sheet: NSS-FS4

This fact sheet provides information regarding the application process to add a new type of education.

General information

The [New type of education](#) application is to be completed and submitted to the Non-State Schools Accreditation Board (the 'Board') when a governing body of an existing non-State school is proposing to add a new type of education on a site. For example, a non-State school currently offering primary education proposes to offer secondary education on the site.

The Board is required to make a decision on an application within six months of lodgement.

Further information about the application form is available on the [NSSAB website](#). The application form is also available to download from the [NSSAB website](#).

The submission process

Step 1

Download and review the application form [NTE-F] from the [NSSAB website](#)

Step 2

Prepare the required documentation, as detailed in the application form

Step 3

Complete the application form and attach the required documentation

Step 4

Submit the application and documentation via [NSSAB Online Services](#)

Application information

Information is to be provided on the following. This can be used as a checklist to ensure all required information is provided.

- Contact details
- Application details
 - Name of school
 - Type(s) of education
 - Special assistance
 - Student-intake day
- Governing body details
 - Name of corporation
 - Type of incorporation (evidence required)
- Contact details for governing body
 - Chairperson details
 - Office contact details
- Governing body suitability
 - Copies of the following are required:
 - Constitution
 - Corporate structure
 - Conflict of Interest policy
 - Details of offences – governing body
 - Current list of directors and evidence of blue cards/ exemption cards (evidence required)
 - Details of offences – directors
- Accreditation attributes
 - Site details
 - Property details
 - Current land use zoning
 - Student-intake profile
- Accreditation criteria
 - For a checklist, please see over page
- Additional information
 - Overseas students
- Declaration

An appendix is included if adding a new type of education at an additional site.

Note: A separate [Change of attributes of accreditation for accredited school site/s application](#) to [change an accreditation attribute](#) (for example, currently offering Year 7 to Year 10 and propose to offer Years 11 and 12) is available.

For further information, refer to the [NSSAB website](#).

Accreditation criteria

The following documentary evidence is required to address the accreditation criteria:

Administration and governance		
<input type="checkbox"/>	School survey data	statement required regarding retention of school survey data
<input type="checkbox"/>	Organisational structure	document required
<input type="checkbox"/>	Financial arrangements	statement of record keeping arrangements required
<input type="checkbox"/>	Complaints procedure	copy required
Financial viability		
<input type="checkbox"/>	Government funding	Indicate if applying and provide signed statement
<input type="checkbox"/>	Qualified person	details required
Educational program		
<input type="checkbox"/>	Curriculum framework	indicate details
<input type="checkbox"/>	Educational program	copy required
<input type="checkbox"/>	Statement of philosophy and aims	copy required
<input type="checkbox"/>	Students with disability	copy of processes required
<input type="checkbox"/>	Distance education	copy of written standard of service required
<input type="checkbox"/>	Special assistance	<ul style="list-style-type: none"> ▪ documentation to ensure only relevant students are enrolled ▪ copy of written standard of service
<input type="checkbox"/>	Flexible arrangements	statement required indicating school will comply
Welfare processes		
<input type="checkbox"/>	Health and safety	statement of compliance with legislation required
<input type="checkbox"/>	Conduct of staff and students and response to harm	copy of processes required
School resources		
<input type="checkbox"/>	Staffing	details required to demonstrate number of staff and appropriate types of staff
<input type="checkbox"/>	Land and buildings	<ul style="list-style-type: none"> ▪ Proof of ownership or right to occupy required ▪ Plan of site required
<input type="checkbox"/>	Educational facilities and materials	outline of the school's educational facilities and materials required
Improvement processes		
<input type="checkbox"/>	Improvement processes	statement outlining improvement processes required