

Non-State Schools Accreditation Board

Compliance concerns about non-State schools, governing bodies, or unaccredited places

Education (Accreditation of Non-State Schools) Act 2017

Form CCNGU-F

The role of the Board

The Board operates under the *Education (Accreditation of Non-State Schools) Act 2017*.

The Board's functions include:

- deciding the accreditation of non-State schools
- deciding the eligibility for government funding of governing bodies for accredited non-State schools
- monitoring accredited non-State schools and their governing bodies
- examining whether a place is being operated as, or held out as, a school without Board accreditation.

The Board is authorised to deal with your concern only if it is within the Board's legislative jurisdiction.

The Board is not a tribunal or industry ombudsman.

Concerns the Board is able to consider about a non-State school, or its governing body

The Board is authorised to only consider matters related to whether a non-State school, or its governing body, is complying with the requirements of the Act.

For example, concerns the Board may consider include:

- suitability of the governing body to govern the school
- the school's administration and governance
- the school's financial viability
- the school's educational program
- the school's student welfare processes
- the school's resources
- the school's improvement processes
- the school being operated for profit (if eligible for government funding).

Concerns the Board is able to consider about a place operating as a school without Board accreditation

The Board is authorised to only consider concerns about:

- a person operating a school without accreditation by the Board
- a person holding out a school as being an accredited school if it is not accredited by the Board.

What the Board is unable to consider about a non-State school or its governing body

Concerns the Board cannot consider include:

- student fees and charges
- student awards
- student reports
- students repeating grades
- allocation of teachers.

When raising a compliance concern

- Be informed about the Board's role and what is within its authority
- Provide all particulars and details you have about the non-compliance so the Board can properly assess the issue
- Be aware that the information you disclose to the Board may be a 'public interest disclosure' under the *Public Interest Disclosure Act 2010*.

Privacy information

Information about the collection of personal information on this form can be found in section 4.

Lodgement

Submit the form to the Board via email to nssab.admin@qed.qld.gov.au or post to Non-State Schools Accreditation Board, PO Box 15347, City East Qld 4002.

Mandatory fields are marked with *.

Notification of the outcome of a compliance concern

The Board will notify you of the conclusion of its investigation. Due to the strict confidentiality obligations imposed on the Board by the Accreditation Act for certain situations, the Board may not be in a position to advise you of the particulars of its investigation or the outcome.

Further information

Refer to the Board's [website](#) for information about raising a compliance concern with the Board, its relating policy and procedures for managing compliance concerns and fact sheet.

1. Concerned party details


1.1 Contact details	<i>Provide your details so that the Board may respond to your concern. A concern can be raised anonymously, but this may restrict the Board's examination of the concern, or in some cases prevent the concern being examined.</i>		
Title		Salutation	
Given name(s)		Family name	
Postal Address			
Phone		Mobile	
Email			
Preferred contact method	<input type="checkbox"/> phone <input type="checkbox"/> email <input type="checkbox"/> post		
1.2 About you	<i>Specify in what capacity you are lodging this compliance concern.</i>		
Who am I	<input type="checkbox"/> staff member at the school or governing body concerned <input type="checkbox"/> student at the school concerned <input type="checkbox"/> parent, guardian or carer at the school concerned <input type="checkbox"/> other (please specify _____).		
Public officer	I am a 'public officer' within the meaning of the <i>Public Interest Disclosure Act 2010</i> I am not a 'public officer' within the meaning of the <i>Public Interest Disclosure Act 2010</i> <small>Refer to Making a public interest disclosure: A guide for individuals working in the public sector, p.5 for a definition of a 'public officer' and to establish whether your concern is a disclosure under the PID Act.</small>		

2. Resolving your concern with the non-State school or its governing body (Optional)

As a first step, it is open to you to seek to resolve your compliance or other concern directly with the governing body or senior officials of the non-State school. In the case of a compliance concern – seeking a local resolution does not prevent you from raising your concern with the Board at any time.

2.1 Actions to date	<i>Have you contacted the school and/or governing body about your concern?</i>		
	No. If No, please advise of your reason		
	Yes, please provide details under 2.2		
2.2 Actions to date details	<i>Provide details about any of your actions to date regarding contact with the school or governing body.</i>		
Date concern lodged			
Name of school, governing body or other organisation			
Name of the person who dealt with your concern			
Have you received a response to your concern	Yes, please provide details below No		
Date of response or outcome			
Response to your concern			

3. Raising your compliance concern with the Board

<p>3.1 Details</p>	<p><i>Provide the following details as they relate to the concern about the non-State school, governing body or unaccredited place.</i></p>
<p>Concern about *</p>	<p> <input type="checkbox"/> Non-State school <input type="checkbox"/> Governing body <input type="checkbox"/> Unaccredited place </p>
<p>Name of any person(s) subject of the concern</p>	
<p>Name of school, governing body or other organisation subject of the concern *</p>	
<p>Description of the concern *</p>	<p>Set out your concern in less than 500 words. What happened? Who was involved? When and where did it happen?</p>
<p>Attach supporting documentation (if available)</p>	

4. Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to consider compliance concerns raised about non-State schools, its governing bodies or unaccredited places.

Certain data collected in this form is 'personal information' within the meaning of the Queensland Government *Information Privacy Act 2009*, which deals with the collection and handling of such information by government agencies.

This form collects personal information about:

- A contact person for the purpose of processing the concern
- Details about persons involved in the concern

The information collected in this form may be disclosed to the following entities:

- Governing body subject of the concern
- Non-State school subject of the concern
- Unaccredited place subject of the concern

In the event that the person submitting the form is providing personal information on behalf of someone else, it is the person's responsibility to ensure that the person has the correct information and authority to submit the information.

Certain information collected in this form may also be published on the Board's website and under Open data (data.qld.gov.au) if suitable for release. In other instances, the information collected in this form can be disclosed without further consent where authorised or required by law.

5. Declaration

If the Board considers that the matters you raise are within its jurisdiction, then it will investigate the concern. This will mean that the Board may provide a copy of your concern and all related documents to the governing body for its response. This may involve disclosure of your identity.

5.1 Declaration by concerned party	<i>Please indicate, giving reasons, if you do not authorise the Board to disclose your identity.</i>
Disclosure of identity	<input type="checkbox"/> The Board may NOT disclose my identity Reason/s:
Declaration *	<input type="checkbox"/> I declare that the information provided in this form is, to the best of my knowledge, true and correct.
Date *	