

Appendix 5 – Are you ready to submit your review plan?

Before submitting your review plan, make sure your review plan includes the following details:

School context/profile

- ☐ Short description of the school's context, including brief history; current challenges (operational/strategic) and future directions

Timeline of review

- ☐ Timetable demonstrating the stages of the review process (establishment of committee; planning and allocation of responsibilities; assessment and collection of data; data analysis; validation and reporting timeframe)

Review committee

- ☐ Names of review panel with a brief description of their role/background
- ☐ Concise overview of how the review will be managed and coordinated

Accreditation requirements to be addressed in review

Please refer to the Review Program Guidelines [Appendix 2 – Statutory requirements to be covered in a review](#) and [Appendix 3 – Example evaluation questions and statements](#) to ensure sources of information and types of evidence collected in the review address the following:

- ☐ Suitability of governing body
- ☐ Government funding eligibility criteria
- ☐ Administration and governance
 - School survey data and associated documents
 - Governance
 - Complaints procedure
- ☐ Financial viability
- ☐ Educational program
 - Schools accredited for Preparatory Year to Year 10
 - Schools accredited for senior secondary education
 - Statement of philosophy and aims
 - Students who are persons with a disability
 - Schools delivering distance education
 - Special assistance schools
 - Flexible arrangements approvals
- ☐ Student welfare processes
 - Health and safety, including how the school is managing risks of psychosocial hazards
 - Conduct of staff and students and responses to harm
- ☐ School resources
 - Staffing
 - Land and buildings
 - Educational facilities and materials
- ☐ Improvement processes

External validator/s

- ☐ Name and brief rationale for the choice of the external validator/s

- ☐ Statement of independence in undertaking the role for each external validator
- ☐ Declaration of conflict of interest for each external validator

Validation process

- ☐ Brief description of the processes that will be used to gather and analyse evidence in the review
- ☐ Concise description of how validation of the review findings will occur

Review report

- ☐ Details of the way in which the findings of the review will be reported to the Board including a proposed date of submission of the review report

Governing body endorsement

- ☐ Evidence the governing body has submitted/endorsed the review plan