

Non-State Schools Accreditation Board

Change of Attributes of Accreditation for New site and relocate site application

Education (Accreditation of Non-State Schools) Act 2017

Form ASIT-F

Legislative background

The *Education (Accreditation of Non-State Schools) Act 2017* (the 'Accreditation Act') and the *Education (Accreditation of Non-State Schools) Regulation 2017* (the 'Accreditation Regulation') establish a legislative framework for accreditation and eligibility for government funding of Queensland non-State schools.

The Accreditation Act provides for the establishment of the Non-State Schools Accreditation Board (the 'Board'). The Board is an independent statutory authority that regulates non-State schooling in Queensland. Its responsibilities include making decisions on the accreditation and eligibility for government funding of non-State schools and changes in accreditation attributes of non-State schools, as well as monitoring governance arrangements and compliance with accreditation criteria.

Privacy information

Information about the collection of personal information on this form can be found in Section 5 of this application.

Important information

Applicants need to ensure that the application is completed fully and correctly, and that it addresses and complies with requirements of:

- the Accreditation Act
- the Accreditation Regulation and
- any other relevant documents published by the Non-State Schools Accreditation Board.

The Accreditation Act and Accreditation Regulation can be accessed at the Queensland Parliamentary Counsel website at <https://www.legislation.qld.gov.au/OQPChome.htm>.

Please complete all fields of this form, indicating 'N/A' where not applicable.

This application form does not necessarily replicate all of the relevant provisions of the legislation or published Board documents.

Please ensure the information is presented clearly. Applicants are requested to supply additional information as attachments for certain items. Attachments **must** be labelled with the corresponding attachment number and the title of the related item from the application form. This ensures that, in the event that the Board has to contact you regarding the application, we are able to refer to the appropriate page/section. To attach a document, click on the icon  located to the left of the attachment number.

The Accreditation Act requires the Board to make a decision on an application within six months of lodgement. If the Board requires further time to consider an application, the Board and applicant can agree to extend the time needed to make a decision. Applicants must take this into account when proposing student-intake days to allow sufficient time for consideration of this application. *Therefore, the student-intake day should not be less than six months from the lodgement date.*

The Board may require an applicant to provide further information or documents to support an application.

If accreditation is granted, the Board will conduct an assessment of the new site within 6 months after the school starts to operate at the new site.

Lodgement

The governing body can submit the completed application and supporting documentation via [NSSAB Online Services](#).

1. Contact details for application

1.1 Contact details	<i>Provide contact details for the application.</i>		
Title		Salutation	
Given name(s)		Family name	
Postal Address			
Phone		Mobile	
Email			

2. Application details

2.1 Name of school	<i>Enter the name of the school.</i>		
2.2 Name of governing body	<i>Enter the name of the governing body.</i>		
2.3 Location of the school	<i>Enter the centre code and address of the school's main site.</i>		
Centre code			
Street address			
Suburb/town		Postcode	
2.4 Number of new sites	<i>Is the application to relocate a current site of the school to a new site?</i>		
Relocation of school site(s)	If yes and there is more than one site of the school, provided specific details on which site(s) are relocating to a new site.		
Adding additional school site(s)	How many new sites is this governing body proposing in this application? 1 Schools typically operate on one site, even though the land on which they are situated may comprise of an area of land with several lot and plan numbers. A school is regarded as operating on one site if the area of land on which it operates are adjoining with a common boundary. A school is regarded as operating on more than one site if one or more of its lots of land are physically separate.		

3. Accreditation attributes

Provide details of each of the following attributes for the proposed new site(s) if the Board decides to grant the application. Please complete [Appendix 1](#) for each additional new site.

3.1 Site details	Provide details relating to the location and the student-intake profile for the proposed new site for the school.		
a) Special assistance	Is it proposed for this new site to provide special assistance to relevant students? The provision of special assistance is the provision of primary or secondary education without tuition fees to students who would not otherwise be enrolled at and attending school while of compulsory school age, or participating in an eligible option full-time, or in paid employment for at least 25 hours each week, during the compulsory participation phase, and are not provisionally registered, or registered for home education.		
b) Address of the new site	Provide the address details for the new site.		
Street address			
Suburb/town		Postcode	
c) Real property description of site	Lot number	Plan number	
Information may be located on council rate notices.			
 Attachment 3.1 A	[Optional] If there are insufficient rows, attach documentation showing additional lot/plan numbers other than the ones indicated above.		
	Current land use zoning		

3.2 Student-intake profile	<i>Provide details relating to the student-intake profile of the proposed new site.</i> Complete a student-intake profile located at Appendix 1 for each additional site.																																																																																																																																						
a) Type of education A school must already be accredited to offer the type of education for the school. Applicants proposing to add a type of education are required to apply for a new type of education.	Choose the type(s) of education to be provided at this new site. ☐ Primary education ☐ Secondary education ☐ Special education Applicants seeking accreditation to establish a special school, that is, a school catering exclusively for students with specific low incidence disabilities, such as Autism Spectrum Disorder or multiple impairments, should select 'Special education'.																																																																																																																																						
b) Student-intake profile for the new site Primary education <i>A school may only provide education in the Preparatory Year if the school is accredited to provide primary education for at least Years 1 to 3.</i> Secondary education Special education Applicants are not required to complete this section if the proposed school will cater for students with disability within mainstream classes. Applicants establish a special school, that is, a school catering exclusively for students with specific low incidence disabilities, such as Autism Spectrum Disorder or multiple impairments, must complete this section if adding a new site.  Attachment 3.2 A	Indicate the student-intake days per year level and select student-intake types, delivery mode, and boarding status relevant to this location. A school can be accredited to deliver its educational program through classroom education, distance education or both. <table border="1"> <thead> <tr> <th>Year level</th><th>Student-intake day</th><th>Student-intake type</th><th>Mode of delivery</th><th>Boarding</th></tr> </thead> <tbody> <tr><td>Prep</td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Year level</th><th>Student-intake day</th><th>Student-intake type</th><th>Mode of delivery</th><th>Boarding</th></tr> </thead> <tbody> <tr><td>7</td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Education levels</th><th>Student-intake day</th><th>Student-intake type</th><th>Mode of delivery</th><th>Boarding</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> [Optional] If there are insufficient rows, attach documentation showing additional education levels other than the ones indicated above.					Year level	Student-intake day	Student-intake type	Mode of delivery	Boarding	Prep					1					2					3					4					5					6					Year level	Student-intake day	Student-intake type	Mode of delivery	Boarding	7					8					9					10					11					12					Education levels	Student-intake day	Student-intake type	Mode of delivery	Boarding																																																		
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4. Accreditation criteria

To be accredited, a school must comply with the accreditation criteria prescribed in Part 2 of the Accreditation Regulation.

Provide evidence below that the school will comply with these requirements and an outline of how this will be achieved in relevance to the new site(s). Use the text boxes provided and attach further documentation if required.

4.1 Administration and governance	<i>Provide details relating to school survey data and associated documents, as well as the school governance and complaint procedure for the proposed school.</i>
a) <i>School survey data and associated documents</i>	Provide a statement indicating how the school will keep records relating to school survey data and associated documentation for at least five years after the day the data relates in a way that ensures the integrity and security of the data and documents. A school must keep school survey data for the school and associated documents for at least 5 years after the day to which the data relates and in a way that ensures the integrity and security of the data and documents. This data is outlined in Part 4 of the Regulation and includes enrolment and attendance information, as well as other relevant information for collection of school survey data. This data must keep a record of the reasons for the students' absences from the school.
 Attachment 4.1 A	[Optional] If there is insufficient space, attach documentation supporting your statement.
b) <i>Governance</i> Organisational structure	A school must have a document that outlines the organisational structure for the governance of the school, including the following details— (a) the key functions and responsibilities of any person or body that supports the governing body's governance of the school; (b) the reporting arrangements (i) within the school's governing body; and (ii) between the governing body and any person or body that supports the governing body in the governance of the school. The school's organisational structure must be designed to ensure the effective, transparent and accountable governance of the school. For guidance this document may be governance charter outlining roles, responsibilities and accountabilities of the governing body, directors, and if relevant, any school councils, boards or committees, Chief Executive Officer, school leadership team including the principal, business financial manager. It may include information on the code of conduct for directors and key personnel.
 Attachment 4.1 B	[Required] Provide a document that outlines the organisational structure of the governance arrangements for the school, as outlined in the requirements above.
Financial arrangements	Provide a statement indicating how the governing body and school will keep records relating to financial arrangements. The school must also keep records in relation to the school's financial transactions for at least 5 years after the transactions are entered into.
 Attachment 4.1 C	[Optional] If there is insufficient space, attach documentation supporting your statement.

c) <i>Complaints procedure</i>  Attachment 4.1 D	<i>A school must have, and implement written processes about receiving, assessing, investigating and otherwise dealing with complaints made by its staff or a student's parent or guardian.</i> <i>The processes must incorporate principles of procedural fairness, including, for example, the right for interested parties to the complaint to be heard.</i> <i>The school's governing body must ensure—</i> <i>(a) staff, students and parents are made aware of the processes; and</i> <i>(b) the processes are readily accessible by staff, students and parents.</i> [Required] Provide a copy of the school's complaints procedure.
4.2 Financial viability	<i>A school must have access to adequate financial resources for its viable operation.</i>
a) <i>Government funding</i>  Attachment 4.2 A	Does the financial viability of the proposed school depend on access to State and Australian Government funding? [Required] Provide a signed statement or certificate from a qualified person, verifying that the proposed school has access to adequate financial resources for its viable operation with the inclusion of the additional site(s). The certified statement or certificate is to provide an overview of the relevant information and/or documentation that was taken into account that should include, but not limited to, the following matters: ☐ projected enrolments ☐ estimated income from State and Australian grant funding ☐ student fees ☐ intended staffing levels ☐ capital outlay for land, building and facilities ☐ other relevant income and expenditure This statement or certificate should be an official document on letterhead and clearly show the person's qualifications and contain a signed declaration that the person is independent and does not have any direct conflict of interest in providing the verification. As a matter of guidance, a person is not to act as the qualified person if the person is a director of the governing body, is or is to be an employee of the governing body or school, or any associate of those persons (i.e. an associate is a person that is a relative, in partnership with or that could have any control, influence or benefit). For this purpose, the Board has defined a qualified person as one who is: a) a qualified accountant within the meaning of the Corporations Act 2001 (C'th) or b) a person registered (or taken to be registered) as a company auditor under the Corporations Act 2001 (C'th).
b) <i>Qualified person</i> Name Position Organisation Relevant qualification Phone Email Declare any relationship with the governing body or school <i>i.e. Appointed auditor</i>	Provide details of the qualified person who has prepared the funding viability statement or certificate. This person may be contacted by the Board to obtain clarification or further information.

4.3 Educational program	<i>A school must have the following:</i> (a) <i>a written educational program</i> (b) <i>a written statement of philosophy and aims</i> (c) <i>written processes about students with disability</i> (d) <i>if applicable, a written standard of service for delivering distance education</i> (e) <i>if applicable, a written standard of service for delivering special assistance.</i>
a) Curriculum framework Preparatory to Year 10 Accredited schools must implement the Australian Curriculum or a curriculum recognised by ACARA for learning areas in which there is an Australian Curriculum. For other learning areas schools must implement the Queensland Curriculum and Assessment Authority (QCAA) syllabus, if available. Senior schooling – Years 11 and 12 Educational program must have sufficient breadth, depth and balance of learning appropriate to students' phases of development and across a range of learning areas.  Attachment 4.3 A	Indicate the curriculum on which the school's educational program will be based. More than one option may be selected.
	A school must implement 1 or more of the following: ☐ Australian Curriculum ☐ Queensland Curriculum and Assessment Authority syllabuses subject/s Alternative curriculum for learning areas and/or subjects as recognised by Australian Curriculum, Assessment and Reporting Authority: ☐ International Baccalaureate (PYP and MYP) ☐ Australian Steiner Curriculum Framework ☐ Montessori National Curriculum Framework The educational program may also include: ☐ Vocational Education and Training courses under the Australian Qualifications Framework ☐ Other courses, programs or studies (<i>provide further details below</i>)
	A school accredited for senior secondary education must implement: ☐ Queensland Curriculum and Assessment Authority senior syllabuses; or ☐ International Baccalaureate Organisation programs; or ☐ Program or syllabus endorsed by the Queensland Curriculum and Assessment Authority as appropriate for senior secondary education (<i>Documentation must be provided showing evidence of QCAA's endorsement</i>). The educational program may also include: ☐ Vocational Education and Training courses under the Australian Qualifications Framework ☐ Queensland Curriculum and Assessment Authority recognised course(s) (<i>provide details below</i>) ☐ Other courses, programs or studies (<i>provide further details below</i>)
	[Optional] If applicable, attach documentation providing further details.

b) <i>Educational program</i>	The governing body must be able to demonstrate that the school's written educational program will meet educational standards under section 9 of the Accreditation Regulation. The governing body must provide a school curriculum plan demonstrating how the curriculum will be organised. A school must have a written educational program that: (a) has regard to the ages, abilities, aptitudes and development of the school's students; and (b) promotes continuity in the learning experiences of the students; and (c) provides a breadth, depth and balance of learning appropriate to students' phases of development and across an appropriate range of learning areas; and (d) is responsive to the needs of the students; and (e) is consistent with the Alice Springs (Mparntwe) Education Declaration.
 Attachment 4.3 B	[Required] Provide a school educational curriculum plan for the proposed school that includes: (a) a summary of the learning areas or subjects for each year level; and (b) a whole school curriculum and assessment plan/overview; and (c) an explanation of how the program will be implemented considering the needs of the students, the particular philosophy and aims of the school and any other influences e.g. multi-age classes; and (d) an explanation of how time will be allocated across the learning areas or subjects for each year level. Refer to the Queensland Curriculum and Assessment Authority website for further guidance and assistance. Some helpful websites include: • https://www.qcaa.qld.edu.au/p-10/aciq/implementing-aciq/p-10-whole-school-planning • https://www.qcaa.qld.edu.au/senior • https://www.acara.edu.au/curriculum • https://www.australiancurriculum.edu.au/
c) <i>Statement of philosophy and aims</i>	Provide a statement of philosophy and aims used as the basis for the school's educational program and as a guide for the school's educational and organisational practices. The statement must be consistent with the Alice Springs (Mparntwe) Education Declaration.
 Attachment 4.3 C	[Required] Statement of philosophy and aims
d) <i>Students with disability</i>	Provide documentation demonstrating that the school will comply with the requirements regarding the school's written processes on students with disability. A school must have, and implement written processes about– (a) identifying students of the school who are persons with a disability; and (b) devising an educational program, specific to the educational needs of students who are persons with a disability, that complies with– (i) the Anti-Discrimination Act 1991; and (ii) the Disability Standards for Education 2005 (C'th).
 Attachment 4.3 D	[Required] Documentation for the school's written processes for students with disability.
e) <i>Schools delivering distance education</i> Applies only to applications for the accreditation attribute of distance education.	A distance education school must have a written standard of service that is appropriate to the school's distance education students achieving learning standards under the school's educational program. The standards must deal with the following– (a) the interactive teaching methods to be followed; (b) the communication procedures to be followed by the students and their teachers and tutors; (c) the regular tracking and assessment of work submitted by the students to their teachers; (d) the regular engagement between students and teachers; and (e) the regular monitoring of the students' achievement of learning standards under the educational program.
 Attachment 4.3 E	[Required only if delivering distance education] Provide documentation demonstrating the school's written standards of service for delivering distance education. Note: Schools accessing courses or subjects from other State and non-State school distance education providers to enhance the curriculum offerings provided at their school are not considered to be offering distance education.

f) Special assistance schools Applies only to applications for the accreditation attribute of special assistance at a special assistance site(s).	A school must ensure that students to be enrolled at the special assistance school site are relevant students in accordance with the meaning of the term in section 14 of the Accreditation Act. Relevant students means students who: (a) would not otherwise be— (i) enrolled at and attending school while of compulsory school age; or (ii) participating in an eligible option full-time, or in paid employment for at least 25 hours each week, during the compulsory participation phase; and (b) are not provisionally registered, or registered, for home education under the Education (General Provisions) Act 2006, chapter 9, part 5. Provide a statement and/or supporting documentation that demonstrates how the school will ensure that students enrolled at the special assistance school site are relevant students in accordance with the meaning of the term in section 14 of the Accreditation Act. This documentation may include letters of support from agencies or other schools for which referrals of students will be received.
 Attachment 4.3 F Additional criteria for the educational program for a special assistance school are prescribed under section 13 of the Accreditation Regulation	[Optional] If there is insufficient space, attach documentation supporting your statement. A school's written educational program must promote continuous engagement by the relevant students in primary or secondary education. The school must also have a written standard of service, appropriate to the school's relevant students achieving standards of learning under the educational program. The written standard of service must deal with the following: (a) regular tracking and assessment of students' work by their teachers (b) regular monitoring of students'— (i) attendance (ii) participation in the program (iii) achievements of learning standards (c) strategies for engaging the relevant students, and keeping them engaged, in primary or secondary education.
 Attachment 4.3 G	[Required only for a special assistance school] Provide documentation to demonstrate the school will meet these requirements.
g) Flexible arrangements approvals During the flexible arrangement the student remains enrolled at the school and the school takes the responsibility for ensuring the arrangement meets the educational and individual needs of the student.	Provide a statement indicating that the school will comply with the requirements for flexible arrangements as set out in section 182 of the Education (General Provisions) Act 2006 and section 14 of the Accreditation Regulation. Flexible arrangements are only required if the arrangement falls outside the eligible options and providers under section 232 of the Education (General Provisions) Act 2006. Students participating in VET courses, apprenticeship or traineeship with an RTO, undertaking courses at a University, TAFE, another State or non-State school are considered part of the school's educational program and are not a flexible arrangement. Examples of flexible arrangements are a student whose education program is provided by a community organisation in collaboration with the school to meet their individual needs, or a student who is involved in theatre/elite sports training for an event/s where the educational program delivered by a tutor.
 Attachment 4.3 H	[Optional] Documentation to support the statement on flexible arrangements approvals.

4.4 Student welfare processes	<i>A school must comply with the requirements for health, safety and conduct of staff and students inclusive of response to harm.</i>
<i>a) Health and Safety</i>	Provide a statement indicating that the school will comply with the health and safety requirements as set out in the Work Health and Safety Act 2011 and the Working with Children (Risk Management and Screening) Act 2000 .
 Attachment 4.4 A	[Optional] Documentation to support the statement on health and safety requirements.
<i>b) Conduct of staff and students and response to harm</i>	Provide the written processes for the school regarding the conduct of staff and students, and how the school will respond to harm, or allegations of harm. The processes must comply with section 16 of the Accreditation Regulation.
 Attachment 4.4 B	[Required] Written processes about the appropriate conduct of staff and students, and how the school will respond to harm or allegations of harm.

4.5 School resources	A school must provide a sufficient number, and appropriate types, of staff necessary for the effective delivery of the school's educational program. Each teacher at the school must be an 'approved teacher' (that is, a person who is a 'registered teacher', or who holds 'permission to teach') under the Education (Queensland College of Teachers) Act 2005. All non-teaching staff must have positive notice blue cards or exemption cards issued by Blue Card Services. If a school provides boarding facilities the school must provide a sufficient number, and appropriate types, of staff necessary for the effective delivery of the facilities.			
a) Staffing Teaching staff	Provide the following details relating to staff for the new site and complete Appendix 1 for each additional new site.			
	Indicate the projected number of full-time equivalent (FTE) registered teachers to be employed by year level and/or teaching area for the new site.			
	Year level	Number of students	Number of teaching staff	Ratio (based on FTE)
Prep to Year 3 sector	Prep			
	1			
	2			
	3			
	Year 4 to Year 6 sector			
	4			
	5			
	6			
	Year 7 to Year 10 sector			
	7			
	8			
	9			
Year 11 to Year 12 sector	10			
	11			
	12			
Other	Ungraded primary			
	Ungraded secondary			
	Leadership			
	Specialist			
Non-teaching staff <i>Include the number of non-teaching or auxiliary staff to be employed for administration or clerical duties as well as any non-teaching support staff i.e. teacher aides, youth workers and pastoral care staff.</i> Boarding staff: If the school is to provide boarding facilities, please also include details on the number of boarding staff and their responsibilities.	Indicate the proposed number of full-time equivalent (FTE) non-teaching staff to be employed and their key responsibilities.			
	Key responsibility			Number of non-teaching staff (FTE)
 Attachment 4.5 A	[Optional] If there are insufficient rows in the tables above, attach documentation showing additional staff other than the ones indicated above.			

<i>b) Land and buildings</i>	Provide the following details and documentation relating to the land and buildings for each additional site. A school must comply with the requirements of any Act and other law relating to land use, and building and workplace health and safety. If the school provides boarding facilities, the school must have necessary accommodation and associated facilities to ensure the health, safety and welfare of students while boarding.														
Planning and building approvals	Have the necessary planning and building approvals required to commence operations been obtained?														
 Attachment 4.5 B Approval timeline	[Required] If yes to previous question, provide a copy of all relevant planning and building approval documentation already acquired for the applicable approval pathway. Nominate which of the following approval pathway applies - - Local Government Areas: ☐ Accepted / Accepted Subject to Requirements ☐ Assessable Development - Priority Development Areas: ☐ Exempt or Self-Assessable Development ☐ Assessable Development (permissible) - Infrastructure Designation: ☐ Full process If no to previous question, please advise the timeline for seeking the required planning and building approvals by the appropriate local government authority or other authority/s. Note: The school site will be unable to commence operations until all necessary planning and building approval documentation has been provided. However, the planning approval documentation may be submitted prior to submitting the building approval documentation, as these two approval processes will not necessarily run parallel with one another. <table border="1"> <thead> <tr> <th>Date</th><th>Event</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Date	Event												
Date	Event														
 Attachment 4.5 C	[Optional] If there are insufficient rows for the timeline, attach documentation showing additional events other than the ones indicated above. Note: The governing body must provide evidence to the Board that all land and building approvals are in place prior to commencement of the site.														
 Attachment 4.5 D	[Required] Provide a marked up plan showing the size of the land, location and description of proposed buildings and facilities for the proposed site(s). The plan must be sufficient to show the size of the buildings and the location of all the facilities for staff and students relevant to the new site. The plan must clearly indicate the area for which the application relates and any other buildings collocated on the site used for other purposes.														
 Attachment 4.5 E	[Required] Attach documentation demonstrating that the governing body will own the site or will obtain a legal right to occupy the site for the purposes of establishing the school, if accreditation is granted.														

<i>c) Educational facilities and materials</i>	Provide an outline of the school's educational facilities and materials that support the effective delivery of the school's educational program. A school must have the educational facilities and material necessary for the effective delivery of the school's educational program. This information needs to reflect the high level facilities required to implement the proposed school's educational program for example; information technology facilities, library facilities, specialist teaching facilities such as science, technology, physical education; VET. Detailed information on specific resources is not required.
 Attachment 4.5 F	[Optional] Documentation supporting the statement on the school's educational facilities and materials.
4.6 Improvement processes  Attachment 4.6 A	<i>A school must have a demonstrable, systematic approach about improvement processes for the school.</i> Provide a statement demonstrating how the school will have improvement processes that comply with section 20 of the Accreditation Regulation. [Optional] Documentation supporting the statement on improvement processes.

5. Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to decide whether to accredit a non-State school to add and/or relocate a site under the *Education (Accreditation of Non-State Schools) Act 2017*.

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 application; and
- a person authorised by the incorporated governing body to act for and on its behalf for the purpose of processing the application.

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

- the Queensland Minister for Education;
- the Director-General of Education;
- the Office of Non-State Education and other relevant areas of the Queensland Department of Education;
- authorised persons appointed under the Accreditation Act; and
- Queensland Catholic Education Commission and Independent Schools Queensland.

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

Any personal information provided as part of a governing body or school will be shared amongst other registered users of that governing body or school.

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.

6. Declaration

6.1 Authorised person and declaration	<i>The person authorised by the governing body (the applicant) to act for, and on its behalf, for example the chairperson or secretary, is to complete the declaration and provide the contact details requested below.</i> <i>The authorised person as identified in the 'Declaration' will be contacted on the details provided if any information submitted in this application requires attention/clarification.</i>
Declaration	☐ I declare that the information provided in this notice is, to the best of my knowledge, true and correct.
Full name	
Position in relation to governing body	
Telephone number(s)	
Email address	
Date	

Print form

Save form

7. Additional site details

This section should be completed for each additional site.

7.1 Additional site details and student-intake profile	Provide details relating to the location and the student-intake profile for an additional site.				
a) Additional site profile	Provide the following details for the additional site of the school.				
Street address					
Suburb/town				Postcode	
Real property description of site	Lot number	Plan number			
Information may be located on council rate notices.					
 Attachment 7.1 A	[Optional] If there are insufficient rows, attach documentation showing additional lot/plan numbers other than the ones indicated above.				
Current land use zoning					
b) Student-intake profile at additional site	Indicate the proposed student-intake days per year level and select student-intake types, delivery mode, and boarding status relevant for this location. A school can be accredited to deliver its educational program through classroom education, distance education or both. A non-State school can apply to be accredited for special assistance at the additional new site.				
Primary education	Year level	Student-intake day	Student-intake type	Mode of delivery	Boarding
A school may only provide education in the Preparatory Year if the school is accredited, to provide primary education for at least Years 1 to 3.	Prep				
	1				
	2				
	3				
	4				
	5				
	6				
Secondary education	Year level	Student-intake day	Student-intake type	Mode of delivery	Boarding
	7				
	8				
	9				
	10				
	11				
	12				

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d) Staffing	Provide the following details relating to staff for any additional sites.			
Teaching staff	Indicate the projected number of full-time equivalent (FTE) registered teachers to be employed by year level and/or teaching area for any additional site.			
	Year level	Number of students	Number of teaching staff	Ratio (based on FTE)
<i>Prep to Year 3 sector</i>	Prep			
	1			
	2			
	3			
<i>Year 4 to Year 6 sector</i>	4			
	5			
	6			
<i>Year 7 to Year 10 sector</i>	7			
	8			
	9			
	10			
<i>Year 11 to Year 12 sector</i>	11			
	12			
<i>Other</i>	Ungraded primary			
	Ungraded secondary			
	Leadership			
	Specialist			
Non-teaching staff	Indicate the proposed number of full-time equivalent (FTE) non-teaching staff to be employed and their key responsibilities at the additional site.			
<i>Include the number of non-teaching or auxiliary staff to be employed for administration or clerical duties as well as any non-teaching support staff i.e. teacher aides, youth workers and pastoral care staff.</i> Boarding staff: If the school is to provide boarding facilities, please also include details on the number of boarding staff and their responsibilities.	Key responsibility			Number of non-teaching staff (FTE)
	Attachment 7.1 E			
	[Optional] If there are insufficient rows in the tables above, attach documentation showing additional staff other than the ones indicated above.			

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