



**B O A R D O F S T U D I E S**  
NEW SOUTH WALES

**Manual for the recognition of schools  
outside NSW to present candidates for the  
NSW Record of School Achievement  
and/or Higher School Certificate**

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## Recognition of schools outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate

This manual provides information for schools or educational organisations wishing to be recognised to present candidates for the Record of School Achievement and/or Higher School Certificate:

- a. for the first time  
*or*
- b. by way of renewal of recognition.

The manual sets out information on the application process, the criteria that are applied to applications and contains the application forms to be submitted to the Board of Studies for assessment and approval.

In this manual:

- The words 'school' and 'schools' refer to existing and to proposed
  - schools  
*and*
  - pretertiary colleges for postsecondary aged students unless otherwise specified
- 'the Board' refers to the Board of Studies NSW.

### Applying for recognition

Under the provisions of Sections 94 and 95 of the *Education Act 1990*, the Board may extend recognition to interstate and international schools to present candidates for the NSW Record of School Achievement and/or NSW Higher School Certificate. The Board generally gives preference to applications from schools located in similar time zones so that examinations can be conducted at the same time as for NSW students.

Recognition is generally for a period of five years.

### The process for applying for recognition

The recognition process involves two steps.

1. Submission of an expression of interest for schools that are not currently recognised.
2. Submission of an application for recognition by:
  - schools whose expression of interest has been approved by the Board  
*or*
  - schools who are seeking renewal of recognition.

Schools should not proceed to Step 2 until they have received a letter of 'Invitation to Apply' from the Board following Step 1 or when approaching the end of a period of recognition.

Schools applying for recognition for the first time should complete Steps 1 and 2 using Form 1 (pages 11 to 20) and Form 2 (pages 21 to 34).

Schools applying to renew their recognition should proceed to Step 2 using Form 3 (pages 35 to 48).

**NOTE:** Any documentary evidence supplied should be translated into English, where necessary, with the translation appropriately certified.

Following approval by the Board of Studies NSW of an Application for Recognition, the applicant will be required to enter a Memorandum of Understanding with the Board detailing the respective responsibilities of the applicant and the Board of Studies, processes required to enable the school to present candidates for the NSW Record of School Achievement and/or Higher School Certificate and associated fee schedules.

### **Step 1: Submission and approval of an expression of interest**

Interested schools or organisations are asked to provide initial information about a proposed application by completing Form 1 *Expression of interest in seeking initial recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate* (see pages 11 to 20). This information will allow the Board to determine whether an application is viable and whether it will enhance the reputation of the Board before a school or organisation undertakes the significant task of preparing a full application.

An expression of interest (see Form 1 on pages 11 to 20) requires the applicant to demonstrate a capacity to satisfy the following key criteria:

1. The school has approval to operate as a school by the appropriate local government authority.
2. The proprietor of the school is a legal entity approved by the appropriate local government authority.
3. The school has a viable potential candidature for the NSW Record of School Achievement and/or Higher School Certificate.
4. The school has the capacity to administer the Higher School Certificate examinations at the same time as they are undertaken by students in New South Wales, and in a secure manner.
5. The school and its proprietor have the credibility, financial and educational resources, experience and enrolment (or potential enrolment) to ensure the viability of the proposal.
6. The school can and will safeguard the reputation of the Board and of the NSW Record of School Achievement and/or Higher School Certificate.

### ***Details of criteria that will be applied to the assessment of expressions of interest in seeking recognition***

The following criteria are used to assess the viability of the application.

#### **CRITERION 1: *The school has approval to operate as a school by the appropriate local government authority.***

Schools expressing interest in recognition to present candidates for the NSW Record of School Achievement and/or Higher School Certificate must have the appropriate licence issued from the appropriate authority that indicates that they have satisfied local standards to operate as a school.

Approval should be in writing and should show any conditions and legal obligations which apply. The Board of Studies will not consider proposals until details of this approval are given.

In the case of overseas schools the Board may seek the guidance of the appropriate Education Officer at an Australian diplomatic post in the country in question. In general, authority for the establishment of schools or the introduction of a foreign curriculum rests with the relevant national education bureau.

**CRITERION 2: *The proprietor of the school is a legal entity approved by the appropriate local government authority.***

It is important that the proprietor expressing interest is a legal entity (ie an individual or organisation that is legally entitled to enter into a contract and be accountable for its contractual obligations). Any memorandum of understanding between the Board of Studies and the school will be undertaken with the proprietor.

The proprietor expressing interest must provide documentary evidence of its legal entity. Such evidence might include a certificate of incorporation, trust deed, memorandum, constitution or other articles of association that establish the entity as approved by the relevant government regulatory authority.

**CRITERION 3: *The school has a viable potential candidature for the NSW Record of School Achievement and/or Higher School Certificate.***

In considering an expression of interest the Board will need to be confident that the school or organisation has a viable number of potential candidates. Evidence is required of the number of students who have made a commitment to study the NSW Record of School Achievement or Higher School Certificate curriculum when the opportunity becomes available. The Board would not generally consider applications unless it can be demonstrated that there is a significant proportion of the eligible candidature, or not less than 20 candidates, for entry to either the Record of School Achievement or Higher School Certificate.

**CRITERION 4: *The school has the capacity to administer the NSW Higher School Certificate examinations at the same time as they are undertaken by students in New South Wales, and in a secure manner.***

The Board must be confident that the examinations can be undertaken with adequate security to prevent any breach which could call the examination's credibility into question. One of the conditions for maintaining security is that external examinations are conducted at the same time at all examination centres. This generally means that proposals from countries whose time zones are significantly different from NSW would not be viable.

The Board must also be confident that the examinations can be undertaken with adequate security to prevent any breach which could call into question the examination's credibility.

This requires a guarantee of the security of examination papers prior to and after the sitting of the tests and examinations and the provision of the required supervision during the examinations. This will require provision of a restricted access area away from school premises where examination papers can be securely stored so that students, parents, staff members and other unauthorised people do not have access. The selection of presiding officers for the tests/examinations should exclude relatives of the candidates and members of the school's staff. Security for examination papers prior to the examination would generally be required to be undertaken by officers at an Australian diplomatic post (or that of another suitable Commonwealth country).

**NOTE:** *The Examination Operations Branch of the Board would normally determine whether arrangements are appropriate. The issue should be discussed with that branch during the preparation of any application.*

Where it is necessary for the Board to make special security arrangements these will be at the school's expense.

**CRITERION 5: *The school and its proprietor have the credibility, financial and educational resources, experience and enrolment (or potential enrolment) to ensure the viability of the proposal.***

The Board will consider proposals from established schools and from new or developing schools. Applicants must supply:

- a budget for the current year indicating that adequate financial and other resources are available to ensure compliance with the other Criteria for Assessment
- a business plan for the next five years including forward year budgets which identify anticipated sources of revenue
- an independent assessment of the business plan by the lending institution (if loan funds are involved) or by a certified or chartered accountant recognised by the local government regulatory authority.

For established schools (ie those operating for five or more years), the school proprietor will also be expected to provide:

- total school enrolment data for the previous five years and projected enrolment data for the next five years.

For developing schools (ie those operating for less than five years), the school proprietor should also provide:

- total school enrolment data for the previous years of operation and projected enrolment data for the next five years.

For new schools (ie those not yet in operation), the school proprietor should provide:

- projected total school enrolment data for the next five years.

**CRITERION 6: *The school can and will safeguard the reputation of the Board and of the NSW Record of School Achievement and/or Higher School Certificate.***

The Board will seek to ensure that its credibility and reputation are safeguarded during participation in the NSW Record of School Achievement and/or Higher School Certificate. Recognition will be withheld from schools where there is any possibility that the reputation of New South Wales education may be jeopardised.

The school must assure the Board of its:

- capacity to provide quality education
- commitment to the professional development and the maintenance of the skills of the teaching staff
- capacity to ensure that the work submitted by candidates as school-based assessments and as externally assessed major works for the Higher School Certificate is the candidates' own work.

## Procedures

Schools wishing to apply for recognition should in the first instance complete **Form 1 Expression of interest in seeking initial recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate** (pages 11 to 20).

The Office of the Board of Studies will consider the information provided in **Form 1** and assess the viability of the proposal in relation to the above criteria. If it is determined that the proposal is viable then the school/organisation will be invited to submit a full application by completing **Form 2 Application for initial recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate following approval of expression of interest** (pages 21 to 34).

An assessment that the proposal is viable and an invitation to apply cannot be construed as implied approval. The Board's decision will be based on whether the information provided in the full application satisfies the criteria for recognition.

## Step 2: Submission and approval of an application for recognition

The Step 2 process applies to schools that have:

- submitted an *Expression of interest* (Form 1) and have subsequently been invited by the Board to submit a full *Application for initial recognition* (Form 2)
- recognition for a period that will expire in the current or following calendar year. These schools would have received a letter from the Board reminding them to apply for renewal of recognition for a further period. *Application for renewal of recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate* (Form 3) should be completed by these schools.

In this step of the recognition process the school must confirm its capacity to satisfy the key criteria previously demonstrated in its:

- a. expression of interest  
or
- b. previous application for recognition.

These criteria are:

1. The school has approval to operate as a school by the appropriate local government authority.
2. The proprietor of the school is a legal entity approved by the appropriate local government authority.
3. The school has a viable potential candidature for the NSW Record of School Achievement and/or Higher School Certificate.
4. The school has the capacity to administer the NSW Higher School Certificate examinations at the same time as they are undertaken by students in New South Wales, and in a secure manner.
5. The school and its proprietor have the credibility, financial and educational resources, experience and enrolment (or potential enrolment) to ensure the viability of the proposal.
6. The school can and will safeguard the reputation of the Board and of the NSW Record of School Achievement and/or Higher School Certificate.

**NOTE:** *The proprietor or the principal of the applicant school will only be required to certify that these criteria continue to apply, or to detail any variations that have occurred since previous information was supplied to the Board.*

In addition, the following criteria must be met:

7. The school adheres to the New South Wales curriculum and the Board's rules and procedures in relation to the award of the Record of School Achievement and/or the Higher School Certificate.
8. The school has appropriately qualified teaching staff to ensure that the educational program is of a certain standard and complies with the NSW curriculum and assessment requirements for Record of School Achievement and/or Higher School Certificate courses.
9. The school has appropriate premises, facilities, resources and equipment to implement the courses offered.
10. The school has policies and procedures in relation to complaints and grievances that may be raised by students and stakeholders in their education.

### ***Details of criteria that will be applied to the assessment of applications for recognition***

The following criteria are used to assess the application for recognition.

#### **CRITERIA 1 to 6**

These criteria will have been met through the process of acceptance of the expression of interest or, for schools seeking renewal of recognition, the previous application for recognition. The school proprietor and principal will be required to confirm that these 6 criteria continue to be met.



**CRITERION 7: *The school will adhere to the New South Wales curriculum and the Board's rules and procedures in relation to the award of the Record of School Achievement and/or the Higher School Certificate.***

Schools are required to demonstrate how:

- teaching and learning programs meet the requirements of Board syllabuses
- assessment programs meet the requirements of syllabuses
- policies and procedures meet requirements for the Record of School Achievement and/or Higher School Certificate as provided in the Board's Assessment Certification Examination (ACE) website
- student progress is reported to parents
- the Board's online facility *Schools Online* will be used for the provision and maintenance of information held by the Board with regard to the school and its students.

It should be noted that the detailed policies and procedures developed in relation to the *ACE website* requirements must provide further assurance that the school can ensure the authenticity of student work. This applies to both school assessments for the Higher School Certificate and to major works that are submitted in relation to particular courses.

A wide range of subjects and courses in the New South Wales curriculum is available to recognised schools. The Board's fee for providing HSC courses to schools is closely linked to the cost of setting and marking the examinations. Schools need to be aware that the marking of practical components or submitted works required for some courses may increase their costs or may preclude them from being offered at all. (Reference *ACE website*)

**CRITERION 8: *The school has, and will maintain for the period of recognition, appropriately qualified teaching staff to ensure that the educational program is of a certain standard and complies with the NSW curriculum and assessment requirements for Record of School Achievement and/or Higher School Certificate courses.***

A key to the credibility of schools using the New South Wales curriculum is that the teaching staff has the educational qualifications, expertise and experience to teach the curriculum with little or no additional training. Generally, this will mean that the majority of the teachers are experienced and are, or could be, qualified in the New South Wales education system. Where teachers do not have experience in the New South Wales education system, their qualification will be such that they would be accepted to teach in a school in New South Wales.

Where concerns exist relating to necessary educational experience, the Board expects the school to establish a program of supervision and professional development to ensure that such teachers are of a standard capable of delivering Board courses.

Schools are required to notify the Board by the beginning of the next new term where there is a turnover of half or more of the teaching staff required to deliver the Record of School Achievement and/or Higher School Certificate during any twelve (12) month period.

Teachers will be required to have strong skills in spoken and written English. They must also be able and willing to teach in a style that encourages and enables all students to enjoy learning, and to be self-motivated, reflective, competent learners: an expectation of Australian students.



**CRITERION 9: *The school has appropriate premises, facilities, resources and equipment to implement the courses offered.***

Schools will be asked to demonstrate that school buildings and facilities including access to Information and Communication Technology (ICT) are appropriate for the teaching of the courses selected including any practical requirements.

Schools should also demonstrate that students have access to resources to support the teaching of courses offered including:

- library facilities
- Board syllabuses and other Board resources.

**CRITERION 10: *The school will have in place policies and procedures in relation to complaints and grievances.***

The Board will seek to ensure that mechanisms are in place to enable the raising of and responding to matters of concern identified by students and stakeholders with interest in their education.

The complaints procedure should provide those raising the concerns with a pathway to have their matter heard and responded to so that it may be resolved.

**The procedures used to respond to a complaint should be based on the principles of procedural fairness. Procedural fairness refers to the ‘right to be heard’ and the ‘right to an unbiased decision’.**

The right to be heard includes the right of the school or person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- know the process by which the matter will be considered
- respond to the allegations
- know how to make an appeal.

The right to an unbiased decision includes the right to:

- impartiality in an investigation and decision making
- an absence of bias by the person(s) undertaking the investigation and making the decision.

The school should clarify for complainants who they can refer the matter to if dissatisfied with the outcome of their complaint. This should delineate between the areas of interest to the Board of Studies (criteria for recognition) and other operational aspects of the school which may be subject to the rules of local authorities.

## General information

### Provision for supporting Board courses of study

The Board will seek assurance that there is an adequate and suitable commitment on the part of the school, teachers, parents and students undertaking Board courses of study. In addressing the criteria, schools will indicate:

- management structures with respect to the extent of curriculum support for students in specific subjects studied
- the extent to which parents understand and support their children’s involvement in Board courses
- the school’s ability to adequately meet the needs of students via resources and planned classes
- the extent to which staff are suitably trained and informed in-serviced on Board policies and courses.

## Board support for the school programs

Board support must be able to be readily and easily provided. Schools should ensure that they have suitable facilities for receiving and forwarding information and details concerning all Board policies in relation to recognition. The Board is keen to ensure that it can monitor and support all schools recognised under its authority.

In its role as the statutory authority to recognise schools for the award of its credentials, the Board can provide advice from Board officers on the following matters:

- syllabus requirements and course prescriptions
- Record of School Achievement requirements
- Higher School Certificate requirements
- support documents
- outcomes
- assessment
- programming.

Despite the evidence provided under these criteria and the subsequent provision of recognition, the Board and Government of New South Wales takes no liability for losses to proprietors, directors, shareholders, students or parents in the event of the school failing in commercial, educational or other terms. It is a condition of recognition that this information is made known to students, parents and potential investors in such schools.

The Board confers recognition on schools for an agreed period. Applications are considered based on the documentation provided, supported as needed by ongoing telephone, facsimile and email communication between the school and the Board.

Board officers do not visit the school as a routine part of the recognition process. If during the course of processing an application it is considered that a visit by a Board officer is necessary, arrangements will be negotiated with the Board's Chief Executive. All costs involved in the consideration of a school's application for recognition, including travel and expenses to visit the site, will be met by the applicant. Such costs are payable whether the school is subsequently recognised or not. Travel to visit the site is subject to ministerial approval. Approval for such travel cannot be construed as implied approval for the application.

The Board's decision will be taken based on all relevant information in support of the above criteria. The Board reserves the right to withhold or withdraw recognition of a school.

Schools seeking recognition should complete Form 2 or Form 3, as appropriate, with all supporting documentation and return it to:

The Senior Administrative Officer  
Registration Unit  
Office of the Board of Studies NSW  
GPO Box 5300  
Sydney NSW 2001 Australia

**Form 1**

**Expression of interest in seeking  
initial recognition of a school  
outside NSW to present candidates for  
the NSW Record of School Achievement  
and/or Higher School Certificate**

**Please complete evidence in relation to the criteria for assessment in the space provided. Should further space be required attach additional material making clear reference to the criteria to which it relates.**

## Expression of interest in seeking initial recognition of a school outside NSW

### School

Name of school: \_\_\_\_\_

Postal address: \_\_\_\_\_

Street address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Contact details

Provide details of the person nominated to be contacted and to sign for and act on behalf of the proprietor in respect to this application (signatory for the proposed proprietor).

Name of proprietor: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Postal address: \_\_\_\_\_

Street address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Principal

Principal or proposed principal: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
(if known) (if known)

Email address: \_\_\_\_\_  
(if known)

### Details of schools with, or intending to have, more than one campus that will offer Board courses

Campus 2 name: \_\_\_\_\_

Campus 2 postal address: \_\_\_\_\_

\_\_\_\_\_

Campus 2 street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
(if known) (if known)

Email address: \_\_\_\_\_  
(if known)

Name of campus 2 contact person: \_\_\_\_\_  
(if known)

Please attach details of other campuses where Board courses will operate.

Date of school's commencement: \_\_\_\_\_

Years (grades) of schooling offered: \_\_\_\_\_

Recognition is sought to present candidates for the:

(✓ as appropriate)

Record of School Achievement

Higher School Certificate

### Certification

I certify that information provided in this expression of interest application is correct.

Name of proprietor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of principal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_







**SECTION C: Potential candidature**

**CRITERION 3: *The school has a viable potential candidature for the NSW Record of School Achievement and/or Higher School Certificate.***

Provide evidence in relation to the potential candidature for the NSW Record of School Achievement and/or Higher School Certificate. Detail projections for the next 5 years.

**Projected Record of School Achievement and/or Higher School Certificate enrolments**

	<b>Anticipated RoSA candidature</b>	<b>Anticipated Higher School Certificate candidature</b>
1st year of operation		
2nd year of operation		
3rd year of operation		
4th year of operation		
5th year of operation		

**NOTE:** *These numbers should reflect the number of students who have made a commitment to study the NSW Record of School Achievement and/or Higher School Certificate curriculum when the opportunity becomes available.*

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: Timing and security of examinations**

**CRITERION 4: *The school has the capacity to administer the NSW Higher School Certificate examinations at the same time as they are undertaken by students in New South Wales, and in a secure manner.***

Answer the following questions. (Please attach your answers to this form.)

1. What assurances can be given that it will be feasible for candidates for the Higher School Certificate to sit for the required examinations at the same time as candidates in NSW?
2. What arrangements will be made for the safe and secure custody of the papers until the morning of the examinations?
3. What arrangements can be made for the collection of examination papers on the morning of the examinations?
4. What procedures will you have in place to ensure that these arrangements can take place for examinations commencing at 9.30 am (Australian Eastern Standard Time and Australian Eastern Daylight Time)?
5. What arrangements will be made for the safe and secure custody of the papers after the examinations until they are despatched to the Office of the Board of Studies?
6. What arrangements will be made for supervision of Higher School Certificate examinations by persons who are neither on the staff of the school nor related to students undertaking the examinations?

I certify that the information attached in respect of Criterion 4 is correct.

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION E: Viability of the application

**CRITERION 5: *The school and its proprietor have the credibility, financial and educational resources, experience and enrolment (or potential enrolment) to ensure the viability of the proposal.***

Please supply:

- a budget for the current year indicating that adequate financial and other resources are available to ensure compliance with the other Criteria for Assessment
- a business plan for the next five years including forward year – budgets which identify anticipated sources of revenue
- an independent assessment of the business plan by the lending institution (if loan funds are involved) or by a certified or chartered accountant recognised by the local government regulatory authority.

For established schools (ie those operating for five or more years), the proprietor will also be expected to provide:

- enrolment data for the previous five years and projected enrolment data for the next five years.

For developing schools (ie those operating for less than five years), the proprietor should also provide:

- enrolment data for the previous years of operation years and projected enrolment data for the next five years.

For new schools (ie those not yet in operation), the proprietor should also provide:

- projected enrolment data for the next five years.

### Current and projected total school enrolment figures

Year	Number of students
5 years previously	
4 years previously	
3 years previously	
2 years previously	
1 year previously	
Current year	
1 year ahead	
2 years ahead	
3 years ahead	
4 years ahead	
5 years ahead	

Please attach relevant documents.



**SECTION F: Reputation of the NSW Board of Studies**

**CRITERION 6: *The school can and will safeguard the reputation of the Board and of the NSW Record of School Achievement and/or Higher School Certificate.***

Provide details of:

- the school’s capacity to provide quality education
- the school’s commitment to the professional development and the maintenance of the skills of the teaching staff
- the school’s capacity to ensure that the work submitted by candidates is the candidates’ own work
- the school’s management structures with respect to the extent of curriculum support for students in specific subjects studied
- the extent to which parents understand and support their children’s involvement in Board courses.

Outline the ways that the school will meet these requirements in order to safeguard the reputation of the Board of Studies and of the NSW Record of School Achievement and/or Higher School Certificate.

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Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to:  
The Senior Administration Officer  
The Registration Unit  
Office of the Board of Studies NSW  
GPO Box 5300  
Sydney NSW 2001 Australia

## Form 2



# **Application for initial recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate following approval of expression of interest**

**Note:**

1. This form is to be used only after the school's initial expression of interest has been assessed and the Board of Studies has invited the school to proceed to Step 2 of the recognition process.
2. Schools applying to renew recognition should complete Form 3.

## Application for recognition of a school outside NSW by the Board of Studies

### School

Name of school: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Contact details

Provide details of the person nominated to be contacted and to sign for and act on behalf of the proprietor in respect to this application (signatory for the proposed proprietor).

Name of proprietor: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Principal

Principal or proposed principal: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_



### Details of schools with, or intending to have, more than one campus that will offer Board courses

Campus 2 name: \_\_\_\_\_

Campus 2 postal address: \_\_\_\_\_

\_\_\_\_\_

Campus 2 street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
(if known) (if known)

Email address: \_\_\_\_\_  
(if known)

Name of campus 2 contact person: \_\_\_\_\_  
(if known)

Please attach details of other campuses where Board courses will operate.

Date of school's commencement: \_\_\_\_\_

Years (grades) of schooling offered: \_\_\_\_\_

Recognition is sought to present candidates for the:

(✓ as appropriate)

Record of School Achievement

Higher School Certificate

### Certification

I certify that information provided in this application is correct.

Name of proprietor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of principal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Letter of invitation to submit an application**

Please attach a copy of the letter you received inviting you to submit an 'Application for initial recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate'.

**SECTION A: The school context**

The proprietor is invited to summarise the aims and the educational philosophy underlying the foundation and administration of the school, and any strengths or other aspects of the school which are of significance to the community. You may attach other documentation as relevant.

**Proprietor's statement**

Confirm the advice given for the school context provided in the expression of interest.

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**Additional information**

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Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B: Confirmation of Criteria 1 and 2**

Confirm Criteria 1 and 2 and supply documentary evidence if this has not previously been supplied to the Board of Studies.

I confirm (please ✓):

**CRITERION 1:**  *The school has approval to operate as a school by the appropriate local government authority.*

**CRITERION 2:**  *The proprietor of the school is a legal entity approved by the appropriate local government authority.*

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: Potential candidature**

**CRITERION 3: *The school has a viable potential candidature for the NSW Record of School Achievement and/or Higher School Certificate.***

Confirm the advice on potential candidature given in the expression of interest, or advise of any variation.

**Variation** (advise of any variation to previously agreed arrangements)

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Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION D: Timing and security of examinations

### **CRITERION 4: *The school has the capacity to administer the NSW Higher School Certificate examinations at the same time as they are undertaken by students in New South Wales, and in a secure manner.***

Schools must ensure that adequate security is established to prevent any breach which could call the credibility of the Higher School Certificate examinations into question. (Reference **ACE website**)

I certify the assurances previously given in the expression of interest that:

1. it will be feasible for Higher School Certificate candidates to sit for the required examinations at the same time as candidates in NSW
2. arrangements will be made for the safe and secure custody of the papers until the morning of the examinations. This will require provision of a restricted access area away from school premises where examination papers can be securely stored so that students, parents, staff members and other unauthorised people do not have access (Note: the Examination Operations Branch of the Board would normally determine whether arrangements are appropriate. The issue should be discussed with that branch during the preparation of the application.)
3. arrangements can be made for the collection of examination papers on the morning of the examinations
4. procedures will be in place to ensure that these arrangements can take place for examinations commencing at 9.30 am (Australian Eastern Standard Time and Australian Eastern Daylight Time)
5. arrangements will be made for the safe and secure custody of the papers after the examinations until they are despatched to the Office of the Board of Studies
6. arrangements for supervision of School Certificate tests and/or Higher School Certificate examinations by persons who are neither on the staff of the school nor related to students undertaking the examinations. (Reference **ACE website**).

**Variation** (advise of any variation to previously agreed arrangements)

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Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION E: Viability of the application

**CRITERION 5: *The school and its proprietor have the credibility, financial and educational resources, experience and enrolment (or potential enrolment) to ensure the viability of the proposal.***

Confirm the advice on the evidence of viability in the expression of interest or advise of any variation.

**Variation** (advise of any variation to previously agreed arrangements)

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**Comments**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION F: Reputation of the NSW Board of Studies**

**CRITERION 6: *The school can and will safeguard the reputation of the Board and of the NSW Record of School Achievement and/or Higher School Certificate.***

The proprietor confirms the school's:

- capacity to provide quality education
- commitment to the professional development and the maintenance of the skills of the teaching staff
- capacity to ensure that the work submitted by candidates is the candidates' own work
- management structures with respect to the extent of curriculum support for students in specific subjects studied
- ability to adequately meet the needs of students via resources and planned classes

and confirms details related to:

- the extent to which parents understand and support their children's involvement in Board courses
- the extent to which staff are suitably trained, informed and in-serviced on Board policies and courses.

**Comments**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION G: Curriculum

### **CRITERION 7: *The school will adhere to the New South Wales curriculum and the Board's rules and procedures in relation to the award of the NSW Record of School Achievement and/or Higher School Certificate.***

The following documentation (or evidence of planning for such documentation) should be attached as appropriate to this application.

- a list of Record of School Achievement and/or Higher School Certificate courses that the school proposes to offer at the school, indicating the number of hours allocated to each course
- the school timetable for each year/class showing allocation of time and teaching staff
- an overview of the school's educational program for each course indicating the scope and sequence of learning and the resources and equipment available for its delivery
- for each course:
  - a brief statement explaining how the school is fulfilling the requirements of the syllabus, where applicable, and its aims, objectives and outcomes
  - a program overview showing the syllabus outcomes and content areas to be covered in each year, and the length of time allocated to each unit of work
- an outline of the school's assessment policies and procedures for Record of School Achievement credentialling (Reference **ACE website**), including an indication of how the Board's Course Performance Descriptors are used in the school's assessment procedures, in each individual subject (Reference **ACE website**)
- an outline of the school's assessment policies and procedures for the Higher School Certificate (Reference **ACE website**)
- an outline of the assessment program for each Higher School Certificate course that indicates number and timing of tasks, the components to be assessed and the weightings allocated to each task.

### **Certification**

I certify that the school curriculum meets requirements for the:

(✓ as appropriate)

Record of School Achievement

Higher School Certificate

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION H: Teaching staff

**CRITERION 8:** *The school has, and will maintain for the period of recognition, appropriately qualified teaching staff to ensure that the educational program is of a certain standard and complies with the NSW curriculum and assessment requirements for Record of School Achievement and/or Higher School Certificate courses.*

### Certification

Indicate the numbers of prospective teaching staff in each of the following categories. Also provide teachers' details regarding qualifications and experience on the table on the following page.

- a. Number of staff with teaching qualifications \_\_\_\_\_
- b. Number of staff with a degree but no formal teaching qualifications \_\_\_\_\_

I certify that the school will notify the Board by the beginning of the next new term where there is a turnover of half or more of the teaching staff required to deliver the Record of School Achievement and/or Higher School Certificate during any twelve (12) month period.

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION H: Teaching staff (cont)**

**Staff/proposed staff**

Name of teacher	Qualifications, where and when obtained	Experience in teaching the NSW Curriculum	Number of years teaching experience	Full-time or part-time (eg 0.2 FTE)	Courses and years to be taught or areas of special responsibility

Please attach additional pages as required.

## SECTION I: School premises, buildings and facilities

### **CRITERION 9: *The school has appropriate premises, facilities, resources and equipment to implement the courses offered.***

Attach the following documentation:

- a plan of the school showing the approximate dimensions and the functions of each room. Recreation space and toilet facilities should also be shown
- details of the facilities available taking into account the number of students and the requirements of each course offered
- an outline of the facilities available where practical work is a course requirement
- a description of the computer facilities for students
- a description of the print and non-print library resources available to students.

Certification that school buildings and facilities meet the above requirements:

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_



## Form 3



# **Application for renewal of recognition of a school outside NSW to present candidates for the NSW Record of School Achievement and/or Higher School Certificate**

**Note:**

1. This form is to be used by schools currently recognised by the Board of Studies to apply for a further period of recognition.
2. Schools that have been invited to proceed to Step 2 of the recognition process after an initial expression of interest has been assessed and approved by the Board of Studies should complete Form 2.

## Application for renewal of recognition of a school outside NSW by the Board of Studies

### School

Name of school: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Contact details

Provide details of the person nominated to be contacted and to sign for and act on behalf of the proprietor in respect to this application (signatory for the proposed proprietor).

Name of proprietor: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Principal

Principal: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_



### Details of schools with, or intending to have, more than one campus that will offer Board courses

Campus 2 name: \_\_\_\_\_

Campus 2 postal address: \_\_\_\_\_

\_\_\_\_\_

Campus 2 street address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of campus 2 contact person: \_\_\_\_\_

Please attach details of other campuses where Board courses will operate.

Date of school's commencement: \_\_\_\_\_

Years (grades) of schooling offered: \_\_\_\_\_

Recognition is sought to present candidates for the:

(✓ as appropriate)

Record of School Achievement

Higher School Certificate

### Certification

I certify that information provided in this application is correct.

Name of proprietor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of principal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION B: Confirmation of Criteria 1 and 2

Confirm Criteria 1 and 2 and supply documented evidence where this has not previously been supplied to the Board of Studies.

We confirm (please ✓):

**CRITERION 1:**  *The school has approval to operate as a school by the appropriate local government authority.*

**CRITERION 2:**  *The proprietor of the school is a legal entity approved by the appropriate local government authority.*

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: Potential candidature**

**CRITERION 3: *The school has a viable potential candidature for the NSW Record of School Achievement and/or Higher School Certificate.***

Provide evidence in relation to the potential candidature for the NSW Record of School Achievement and/or Higher School Certificate. Detail projections for the next five years.

**Projected Record of School Achievement and/or Higher School Certificate enrolments**

	<b>Anticipated RoSA candidature</b>	<b>Anticipated Higher School Certificate candidature</b>
1st year of operation		
2nd year of operation		
3rd year of operation		
4th year of operation		
5th year of operation		

**NOTE:** *These numbers should reflect the number of students who have made a commitment to study the NSW Record of School Achievement and/or Higher School Certificate curriculum when the opportunity becomes available.*

**Comments**

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We confirm the above information on projected NSW Record of School Achievement and/or Higher School Certificate enrolments.

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION D: Timing and security of examinations

### **CRITERION 4: *The school has the capacity to administer the NSW Higher School Certificate examinations at the same time as they are undertaken by students in New South Wales, and in a secure manner.***

Schools must ensure the adequate security is established to prevent any breach which could call the the Higher School Certificate examinations credibility into question. (Reference **ACE website**)

We certify the assurances given in the school's previous application that:

1. it is feasible for candidates for the Higher School Certificate to sit for the required examinations at the same time as candidates in NSW
2. arrangements have been made for the safe and secure custody of the papers until the morning of the examinations. This will require provision of a restricted access area away from school premises where examination papers can be securely stored so that students, parents, staff members and other unauthorised people do not have access (Note: the Examination Operations Branch of the Board would normally determine whether arrangements are appropriate. The issue should be discussed with that branch during the preparation of the application.)
3. arrangements have been made for the collection of examination papers on the morning of the examinations
4. procedures have been in place to ensure that these arrangements can take place for examinations commencing at 9.30 am (Australian Eastern Standard Time and Australian Eastern Daylight Time)
5. arrangements have been made for the safe and secure custody of the papers after the examinations until they are despatched to the Office of the Board of Studies
6. arrangements are in place for supervision of Higher School Certificate examinations by persons who are neither on the staff of the school nor related to students undertaking the examinations.

**Variation** (advise of any variation to previously agreed arrangements)

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Name of proprietor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of principal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: Viability of the application**

**CRITERION 5: *The school and its proprietor have the credibility, financial and educational resources, experience, enrolment (or potential enrolment) to ensure the viability of the proposal.***

Please provide:

- a budget for the current year indicating that adequate financial and other resources are available to ensure compliance with the other Criteria for Assessment
- a business plan for the next five years including forward – year budgets which identify anticipated sources of revenue
- an independent assessment of the business plan by the lending institution (if loan funds are involved) or by a certified or chartered accountant recognised by the local government regulatory authority
- enrolment data for the previous five years, as applicable.

**Current and projected total school enrolment figures**

Year	Number of students
5 years previously	
4 years previously	
3 years previously	
2 years previously	
1 year previously	
Current year	
1 year ahead	
2 years ahead	
3 years ahead	
4 years ahead	
5 years ahead	

Please attach relevant documents.

Any other details about the viability of the proposal \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION G: Curriculum

### **CRITERION 7: *The school will adhere to the New South Wales curriculum and the Board's rules and procedures in relation to the award of the NSW Record of School Achievement and/or Higher School Certificate.***

The following documentation (or evidence of planning for such documentation) should be attached as appropriate to this application:

- a list of Record of School Achievement and/or Higher School Certificate courses that the school offers or proposes to offer, indicating the number of hours allocated to each course
- the school timetable for each year/class showing allocation of time and teaching staff
- an overview of the school's educational program for each course indicating the scope and sequence of learning and the resources and equipment available for its delivery
- for each course:
  - a brief statement explaining how the school is fulfilling the requirements of the syllabus, where applicable, and its aims, objectives and outcomes
  - a program overview showing the content strands and key ideas to be covered in each year, and the length of time allocated to each unit of work
- an outline of the school's assessment policies and procedures for School Certificate credentialling (Reference **ACE website**), including an indication of how the Board's course performance descriptors are used in the school's assessment procedures, in each individual subject (Reference **ACE website**)
- an outline of the school's assessment policies and procedures for the Higher School Certificate (Reference **ACE website**)
- an outline of the assessment program for each Higher School Certificate course that indicates number and timing of tasks, the components to be assessed and the weightings allocated to each task.

### **Principal's certification**

I certify that the school curriculum meets requirements for the:

(✓ as appropriate)

Record of School Achievement

Higher School Certificate

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION H: Teaching staff

**CRITERION 8:** *The school has, and will maintain for the period of recognition, appropriately qualified teaching staff to ensure that the educational program is of a certain standard and complies with the NSW curriculum and assessment requirements for Record of School Achievement and/or Higher School Certificate courses.*

### Principal's certification

Please indicate the numbers of teaching staff in each of the following categories. Also provide teachers' details regarding qualifications and experience on the table on the following page.

- a. Number of staff with teaching qualifications \_\_\_\_\_
- b. Number of staff with a degree but no formal teaching qualifications \_\_\_\_\_
- c. Number of teaching staff without a degree or qualification \_\_\_\_\_

For all teachers in Category (c) please attach documentation to describe the professional learning and supervision programs to be in place to ensure the quality of teaching.

I certify that the school will notify the Board by the beginning of the next new term where there is a turnover of half or more of the teaching staff required to deliver the NSW Record of School Achievement and/or Higher School Certificate during any twelve (12) month period.

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION H: Teaching staff (cont)**

**Staff**

Name of teacher	Qualifications, where and when obtained	Experience in teaching the NSW Curriculum	Number of years teaching experience	Full-time or part-time (eg 0.2 FTE)	Courses and years to be taught or areas of special responsibility

Please attach additional pages as required.

**SECTION I: School premises, buildings and facilities****CRITERION 9: *The school has appropriate premises, facilities, resources and equipment to implement the courses offered.***

Please attach the following documentation:

- a plan of the school showing the approximate dimensions and the functions of each room. Recreation space and toilet facilities should also be shown
- details of the facilities available taking into account the number of students and the requirements of each course offered
- an outline of the facilities available where practical work is a course requirement
- a description of the computer facilities for students
- a description of the print and non-print library resources available to students.

Principal's certification that school buildings and facilities meet the above requirements:

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_

