Submission for approval to become a NESA approved training provider of courses relating to proper governance of non-government schools

This form is PART A of the submission and includes the following 4 sections:

1. Details of the training organisation
2. History of the training provision
3. New course information and mapping to governance requirements in section B2 of the *NSW Registered and Accredited Individual Non-government Schools Manual*
4. Declaration by Chief Executive Officer (or equivalent).

The administrative guidelines for approval of training providers and courses relating to proper governance of non-government schools (‘The Guidelines’) provide details of the requirements for a submission and should be read prior to completing this form.

## 1. Details of training organisation

|  |  |
| --- | --- |
| Organisation name |  |
| Head Office address |  |
| ASIC registration details |  |
| Organisation status | [ ]  For-profit | [ ]  Not-for-profit |
| *Chief Executive Officer (or equivalent) details* |
| Name |  | Position |  |
| Phone |  | Email |  |
| *Contact person for this submission* |
| Name |  | Position |  |
| Phone |  | Email |  |

## 2. History of training provision

Please provide a brief description of the organisation’s history and context to demonstrate its capacity to provide governance training, including, for example, details such as:

* how long the organisation has been operating
* how long the organisation has been delivering governance training
* the organisations to whom governance training has been delivered
* the quality and experience of the organisation’s trainers/presenters
* whether the organisation has NESA approval for any other governance course.

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|  |

## 3. New course information and mapping to governance requirements in the Manual

For each course being submitted, please provide the following information. Please add additional boxes if required.

|  |  |
| --- | --- |
| Course Name |  |
| Delivery Mode | Online/Face-to-Face/Blended |
| Course Duration |  |

Please complete the table below to identify how the courses delivered by your organisation map to the governance requirements in the Manual.

|  |  |  |
| --- | --- | --- |
| **NESA Manual Requirement –** B2 School management and operation | **Addressed by proposed provider (Y/N)** | **Course/module/package in which requirement is addressed** |
| B2.1 fit and proper person or body |  |  |
| B2.1 previous refusal or cancellation of registration |  |  |
| B2.2 induction and professional learning |  |  |
| B2.3 policies and procedures for proper governance |  |  |
| * constitution, school charter or other document
 |  |  |
| * roles and responsibilities
 |  |  |
| * delegations schedule
 |  |  |
| * supervisory arrangements
 |  |  |
| * code of conduct for responsible persons
 |  |  |
| * a framework or plan to manage risk, including legal obligations
 |  |  |
| * governance decisions making records
 |  |  |
| B2.4 conflict of interest |  |  |
| B2.4 related party transactions |  |  |
| B2.5 financially viable and audited annually  |  |  |
| B2.6 NESA notification in certain circumstances |  |  |
| B2.7 annual reporting |  |  |
| Evidence of Completion: Please attach a sample template of the certification or evidence issued to participants at the successful completion of the course/module. |  |  |

## 4. Declaration by the Chief Executive Officer (CEO)

I declare that the information contained in this submission, including any attached documents, is complete and accurate.

I confirm that the training organisation identified in this submission owns the intellectual property or has the authority to the use the intellectual property for the courses included in this submission.

|  |  |
| --- | --- |
| **CEO name:** |  |
| **CEO signature:** |  |
| **Date:** |  |