

Secondary KLA Registration and Accreditation Process 2022-2026

Purpose

NSW Education Standards Authority (NESA) approves each school system's approach to supervising curriculum and school adherence to NESA policies. This approach contributes to the maintenance of Registration and Accreditation.

Registration is a non-government school's licence to operate. The main purpose of Registration is to ensure that the requirements of the Education Act are being, or will be, met.

Accreditation authorises a non-government school to nominate candidates for the award of the Record of School Achievement and/or the Higher School Certificate. The main purpose of Accreditation is to ensure that the requirements for the Record of School Achievement and/or the Higher School Certificate are being, or will be, met.

NESA implements two processes for the purposes of system monitoring:

- System monitoring – cyclical.
- System monitoring – random selection.

The Lismore Catholic Schools Office Secondary KLA Registration and Accreditation process is the *cyclical* component of the diocesan approach to ensuring compliance with NESA policies and aims to ensure that the relevant aspects of the [Registration Systems and Member Non-government Schools \(NSW\) Manual](#), the Education Act and the [ACE Website](#) are adhered to.

The Secondary KLA Registration and Accreditation process has been refined for the 2022-2026 cycle based on consultation with Secondary Leaders of Curriculum, Leaders of Learning and Assistant Principals - Learning & Teaching during 2021. The process is designed to be:

- focused and positive by having a spirit of accompaniment and dialogue;
- inclusive of all staff in the faculty, the Assistant Principal - Learning and Teaching and the school's Leader of Curriculum with clarity regarding accountabilities and responsibilities;
- collaborative with a focus on both ensuring compliance and providing constructive feedback to improve student learning;
- cyclic; and
- a diocesan-wide approach.

The revised Secondary KLA Registration and Accreditation process allows Principals to sign the Annual Attestation Statement with confidence.

KLA Registration and Accreditation Audit Process 2022 - 2026

KLA Audit Features

- Each year, the Catholic Schools Office will update the Curriculum Handbook template with links to current NESAs and CSO policies. Assistant Principals - Learning and Teaching and Leaders of Curriculum are responsible for ensuring each KLA refines its documentation accordingly. The *Guidelines for Developing a Quality School Educational Program - Secondary* will be updated to specify the requirements for Registration and Accreditation.
- Education Officers have developed compliance checklists for each KLA to guide schools in preparing for Registration and Accreditation. These are available on the [Secondary Registration and Accreditation section of the Intranet](#).
- Each year of the cycle has a designated focus as outlined below:
 - 2022 - Stage 4 subjects across all KLAs
 - 2023 - Stage 5 compulsory subjects across all KLAs
 - 2024 - Stage 5 elective subjects across all KLAs
 - 2025 - Stage 6 PDHPE, TAS, English and Science
 - 2026 - Stage 6 Creative Arts, Languages, HSIE, Mathematics and RENB: VET undertakes a continuous auditing process and is not part of the Secondary Registration and Accreditation process.
- The actual dates for documentation review will be determined by the Catholic Schools Office in consultation with each KLA's Collaborative Network Leader to ensure minimal disruption to student learning. These will be published on the CSO calendar, and schools are expected to ensure these dates are added to their school calendar and that relevant Leaders of Learning and teachers are made aware of deadlines. Assistant Principals - Learning and Teaching and Leaders of Curriculum will also be provided with a published list of dates early in the school year. These will also be published on the [Secondary Registration and Accreditation section of the Intranet](#).
- The process assumes that the school's Assistant Principal - Learning and Teaching and Leader of Curriculum will oversee the designated Stage subjects as they prepare for Registration and Accreditation.
- The process will combine virtual and face-to-face meetings depending on the experience and needs of school delegates. It is highly recommended that Leaders of Learning participating in Registration and Accreditation the first time attend face-to-face. Accommodation will be available to participants who live more than 1.5 hours from the venue.
- In the spirit of accompaniment and dialogue that underpins the Registration and Accreditation cycle, schools will have the opportunity to refine and amend documentation in the time between their KLA Peer Review Audit date and the specified date in Term 4 when Registration and Accreditation reports are finalised.

Curriculum Handbook Audit Features

Leaders of Curriculum will peer review another school's Curriculum Handbook annually. This will be done in collaboration with the Education Officers to generate a review that will be included in the Registration and Accreditation Report.

- In 2022, Religious Education, English and Mathematics components of the KLA Handbooks were reviewed
- In 2023, Science, Languages and Creative Arts will be finalised and reviewed by the end of Term 2.
- In 2024, HSIE, TAS and PDHPE will be finalised and reviewed by the end of Term 4.

A draft audit report that covers all the subjects and the Curriculum Handbook reviewed for a school will be shared with the Assistant Principal - Learning and Teaching and Leader of Curriculum before its finalisation to provide the school with the opportunity to ensure the accuracy of the report. The final report will be made available to the Principal, Assistant Principal - Learning and Teaching, and Leader of Curriculum in November.

Roles and Responsibilities in the R&A Process

Assistant Director Learning Services	<ul style="list-style-type: none">• Approves the KLA Audit process and ensures the process meets the needs of secondary schools.
Lead, Learning and Teaching - Secondary, Learning Services	<ul style="list-style-type: none">• Supervises the process and ensures all documentation is current.• Signs off the individual school reports generated in Term 4.
Education Officer, Learning Services	<ul style="list-style-type: none">• Oversees currency of the <i>Guidelines for Developing a Quality School Educational Program - Secondary</i>.• Collates and distributes compliance checklists.• Oversees currency of the Curriculum Handbook template.• Attends each school to support relevant personnel as required.• Assists in writing the school reports.• Supports schools to ensure non-compliant issues are addressed.• Post audit - follows up on any non-compliant issues by the end of Term 1 in the following year.
Principal	<ul style="list-style-type: none">• Provides material and logistical support to the AP- L&T, LOC, LOLs and teachers where possible.
Assistant Principal - Learning and Teaching	<ul style="list-style-type: none">• Supervises the school response and preparation for the audit.• Ensures the school adheres to the requirements set out in the <i>Guidelines for Developing a Quality School Educational Program - Secondary</i>.
Leader of Curriculum	<ul style="list-style-type: none">• Supports Leaders of Learning involved in audit processes during the year.• Ensures that the Curriculum Handbooks contain all the relevant school policies and designate the Leaders of Learning the responsibility to complete KLA-specific information.• Undertakes the review and compilation of a report on the College's Curriculum Handbook with EOs and a peer Leader of Curriculum.• Following the audit, follows up with any audit compliance issues and recommendations by the end of Term 1 in the subsequent year.
Leader of Learning	<ul style="list-style-type: none">• Understands faculty responsibilities in this process.• Ensures all faculty documentation and work samples are prepared in accordance with the expectations set out in the <i>Guidelines for Developing a Quality School Educational Program - Secondary</i> and compliance checklist.• Enlists the support of the faculty in the process and designates responsibility to individual teachers to collate documentation as required.• Determines which teacher will act as the delegate at the Registration and Accreditation Peer Review Audit Day.• Completes designated sections of the Curriculum Handbook as required.
School KLA faculty teachers	<ul style="list-style-type: none">• Understand the audit process and shares the responsibility.• Assists with document preparation.• If nominated, attends Registration and Accreditation Peer Review Audit Day to peer review another school's documentation.
The KLA Collaborative Network Leader (CNL)	<ul style="list-style-type: none">• Collaborates with CSO to determine suitable dates for the Registration and Accreditation Peer Review Audit Days.• Provides feedback to the CSO on any issues from the Networks that need to be addressed to facilitate Registration and Accreditation.• Provides support to Network members as required.

Phases of the Registration and Accreditation Process

1. Notification and Document Sharing

The dates for each KLA's Registration and Accreditation audit will be published on the CSO calendar. These are available on the [Secondary Registration and Accreditation section of the Intranet](#). These should then be added to each school's calendar. The CSO Education Officers will provide Assistant Principals - Learning and Teaching, Leaders of Curriculum and relevant Leaders of Learning with the compliance checklists early in Term 1.

2. In School Preparation

The Assistant Principal Learning and Teaching is responsible for leading the KLA preparation for Registration and Accreditation. The Education Officers are available to support schools in the approach to the Registration and Accreditation Peer Review Audit Days. KLA staff should engage in a self-audit process against the requirements set out in the *Guidelines for Developing a Quality School Educational Program - Secondary* and the compliance checklists. This process will assist the faculty staff members to identify missing or incomplete items and note issues to be addressed.

3. Conduct of the Registration and Accreditation Peer Review Audit Day

Leaders of Learning should designate appropriate teachers to act as their school's delegate for the Registration and Accreditation Peer Review Audit Day. These days will provide up to four hours of NESAs Accredited Professional Learning at proficient. These may be the Leader of Learning or a teacher with experience in curriculum design who is cognisant of the curriculum expectations. The delegate, supported by their Leader of Learning, should ensure that all necessary documentation is collated before the day. The Registration and Accreditation Peer Review Audit Day involves delegates meeting face-to-face (or virtually where applicable) to participate in a peer review audit process, based on the compliance checklist, with a delegate from another school. This process ensures compliance with the requirements outlined in the *Guidelines for Developing a Quality School Educational Program - Secondary* have been met. Delegates must provide digital access to all the necessary documentation to their peer reviewer.

On the day of the Registration and Accreditation review, the Education Officers will allocate school delegates with a peer delegate from another school. A template will be provided to complete the review of that school's documentation. Education Officers will lead delegates in reviewing the relevant documentation and composing a review that affirms the school's curriculum implementation, identifies areas of compliance needing to be addressed by the final date in October and provides recommendations that could enhance student learning. Each delegate will read their school's draft audit report at the end of the day. Any significant issues of non-compliance, those unable to be easily rectified, will be identified and raised with the school's Education Officer, the delegate and the Leader of Learning on the day.

4. In-School Follow-Up

Assistant Principal - Learning and Teaching, Leaders of Curriculum, and the relevant Leaders of Learning will be emailed following the audit to acknowledge that the school has completed the KLA audit process, to congratulate the KLA team involved in the audit and to inform schools of any areas that require further attention to reach compliance. As each school's Scope and Sequence for courses may vary, there will be circumstances where certain documents are unavailable on the Registration and Accreditation audit day; for example, work samples. In such instances, and where other compliance issues are noted, the draft audit report will indicate that some compliance issues are yet to be resolved. Education Officers will then accompany school leaders and teachers in schools to ensure that KLAs have the opportunity to produce or refine any outstanding documentation. This will provide the school with the opportunity to ensure that resolved issues of non-compliance are removed from the final report. If a compliance issue still exists when the report is finalised, the school's Principal, Assistant Principal - Learning and Teaching, Leader of Curriculum, and Leader of Learning will be advised, and the school will have until the end of Term 1 the subsequent year to address the issue(s).

5. Generation of the Final Report

Upon compilation of the draft audit report, Education Officers will liaise with the relevant Leader of Learning to ensure that the report is accurate and reflects the school's documentation. A draft audit report that covers all the subjects and the Curriculum Handbook reviewed for a school will be shared with the Assistant Principal - Learning and Teaching and Leader of Curriculum before its finalisation to ensure the report accurately reflects the audit findings. The final report will be made available to the Principal, Assistant Principal - Learning and Teaching and the Leader of Curriculum in November.

6. Areas of Non-compliance

In the instance that a school has outstanding areas of non-compliance at the time of publication of the final report, the Certificate of Registration and Accreditation will be withheld. The Education Officer will support the school in Term 1 the subsequent year to ensure any areas of non-compliance are rectified. An updated Registration and Accreditation Report will then be generated, and a Certificate of Registration and Accreditation will be issued to the school.

7. Storage of Documentation

The Education Officers will load the required documentation into the 'My Compliance' platform by the end of Term 1 in the year following Registration and Accreditation. This maintains compliance for Tier 2 Quality Assurance for non-government schools, ensuring compliance with the Education Act.