

# REPORTING REQUIREMENTS OF SCHOOLS

2017



Department of Education

## Agricultural Education

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Remit Residential Boarding Fees for June and December.	Departmental Revenue Recording	Director, Agricultural Education	9264 4877	WA Colleges of Agriculture	Electronic funds transfer or cheque and forwarded to Agricultural Education Directorate	Budget and Resource Coordinator 15 June and 15 December

## Curriculum

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
ILNP schools self-reflective assessment information.	Information for the Improving Literacy and Numeracy Partnerships.	Manager, Literacy and Numeracy Support	9402 6282	Literacy and Numeracy National Partnership Schools (Primary and K-10)	Online survey	Manager, Literacy and Numeracy Support End of first week of Terms 2 and 3, and end of Term 4

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<b>English as an Additional Language or Dialect</b>						
Enter new arrival student details into SIS or MAZE.	EAL/D program provision.	Principal Consultant K-12 EAL/D Support	9402 6294	All Schools	SIS upload	EAL/D Program July, November
Report students progress on the EAL/D Progress Map	Department reporting requirement	Principal Consultant K-12 EAL/D Support	9402 6294	Intensive English Centres	SIS Report	EAL/D Program End of first and second semesters
Update EAL/D student data in SIS.	Department reporting requirement	Principal Consultant, Literacy and Numeracy Support	9402 6294	Intensive English Centres	SIS upload	EAL/D Program February and August

## Early Childhood

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Data on Early Childhood Education accommodation requirements/pressures for the following year.	DoE assessment of where capacity pressure exists and the reasons for that pressure.	Project Officer, OECDL	9264 4147	Schools with Kindergarten Students	Online survey Office of Early Childhood Development and Learning	September

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<b>K-2 National Quality Standards (NQS)</b>						
Self-report performance in relation to the National Quality Standard.	Report performance in relation to NQS.	Project Officer, OECDL	9264 4147	Schools with K-2 students	National Quality Standard System (new software application) Principal Curriculum Officer	October

## Engagement and Wellbeing

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Record student suspension details for each student who is suspended.	Student Behaviour Policy	Principal Consultant, Student Support	9402 6447	All Schools	SIS/MAZE Maintain within SIS	At time of suspension
All students with health conditions or needs that require support will have a health care plan.	Compliance with the Student Health Care policy.	Principal Consultant, Complex Learning and Wellbeing	9402 6248	All Schools	SIS/MAZE Maintain within the school	Annual Review, at enrolment and when health care needs change
Reporting for In School State Funded Chaplaincy Program.	To meet funding and program conditions.	Principal Consultant, School Chaplaincy Program	9402 6410	Chaplaincy Program Funded Schools	Electronic online form Principal Consultant, School Chaplaincy Program	Term 4, Week 6 (2016) Term 4, Week 2 (2017)

## Engagement and Wellbeing

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Annual reporting for National School Chaplaincy Program.	To meet Commonwealth project agreement reporting requirements.	Principal Consultant, School Chaplaincy Program	9402 6410	Chaplaincy Program Funded Schools	Electronic form online	Principal Consultant, School Chaplaincy Program	Term 4, Week 6 (2016) Term 4, Week 2 (2017)ek 2 (2017)
Details of each time a student is placed in a Department approved Protective Isolation Room or Facility.	Student Behaviour Policy	Principal Consultant, Student Support	9402 6447	All Schools	Online Incident Notification System (OINS)	Maintain within OINS	On the day of use

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<b><i>Attendance Advisory Panels (AAP) for All Students</i></b>						
Update the Attendance Advisory Panel Status for all students.	Attendance Advisory Panels status report.	Education Regional Office		All Schools	Student Attendance Reporting (SAR)	Maintain within SAR; Panel Report emailed to RED and Behaviour and Attendance

## Engagement and Wellbeing

Reporting Requirement	Purpose	Contact Position	Contact Phone	Which Schools	How and To Whom	When
Children in Care						
1. Report and update the status of a child in care in SIS in situations where: - a child in care is enrolled - a child enrolled goes into care - a child enrolled is no longer in care 2. Record and update the details for a documented education plan for a child in care, recording in SIS: - date the documented education plan was developed and forward to CPFS - date the documented education plan is to be reviewed (twice per year)	Children and Community Services Act 2004	Complex Learning and Wellbeing	9402 6124	All Schools	Integris  Department of Education	Monthly
Review the documented education plan for a child in care.	Children and Community Services Act 2004	Complex Learning and Wellbeing	9402 6124	All Schools	Documented Education Plan  Retain at school and forward to CPFS.	Twice per year

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<b><i>Student Attendance Reporting</i></b>							
Principals to certify verification of semester 1 student attendance data after investigating and resolving (where possible) SIS data conflicts and faults detailed in Student Attendance Reporting (SAR).	Quality assured attendance data required for student, school, region and national level reporting.	Senior Information Analyst, School Performance	9264 4310	All Schools	Verification is certified by the principal online in SAR	Complete in SAR	End of July

## **Finance, Schools Resourcing and Internal Assurance**

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Submit details of overseas travel expenditure for reporting to the Minister (Premier's Circular 2014/02).	Premier	Senior Financial Reporting Officer	9264 4377	All Schools	Overseas Travel Application and Declaration Forms	Senior Financial Reporting Officer As Applicable

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<b>Corporate Business Services</b>						
Submit details of 'international' travel allowance payments in excess of the ATO reasonable travel allowance made to employees for meals and incidentals during the financial year for inclusion on payment summaries.	Income Tax Assessment Act	Accounts Processing Officer, CBS	9264 8534	All Schools	Form	Senior Financial Reporting Officer Monthly (June return by mid-month)
Provide vehicle usage/return worksheet including kilometreage for users of cars; showing opening /closing odometer reading and business/private usage of vehicle during that period.	Fringe Benefits Tax Act	Taxation Team Leader	9264 8588	All Schools	Excel Spreadsheet	FinanceServices.MotorVehicleInformation@education.wa.edu.au Monthly (10th every month)
Provide details of any residential accommodation provided to employees where the residence is a Departmental property/or used as a residence by Departmental employees.	Fringe Benefits Tax Act	Taxation Team Leader	9264 8588	All Schools	Excel Spreadsheet	DETTax@education.wa.edu.au 15 October (1 April - 30 September) and 15 April (1 October - 31 March)

## Finance, Schools Resourcing and Internal Assurance

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<b><i>Schools Resourcing and Support</i></b>							
Submit General Ledger, Assets and Bank Reconciliation data, through Financial Reporting via Electronic Data Access (FREDA) processes.	Department of Treasury Whole of Government Reporting	Senior Finance Consultant (Schools)	9264 4174	All Schools	FREDA Report	Senior Financial Reporting Officer (via Senior Finance Consultant Schools)	By tenth day of each month - except March (5/4/17) June (28/6/17) and September (by cob 20/9/17)
Submit Supplementary Financial data (via FREDA processes and other information) for annual financial statements.	Parliament and the Department of Treasury	Senior Finance Consultant Schools	9264 4174	All Schools	FREDA	Senior Financial Reporting Officer via Senior Finance Consultant (Schools)	For 30 June and 31 December. June 2017 is required by cob 28 June, 2017.
Process and forward submitted Secondary Assistance Scheme applications for eligible students.	To enable the timely payment of this assistance to low income parents	Student Allowances Officer	9264 4516	Schools with secondary students	Secondary Assistance Scheme Application	Director Schools Resourcing and Support	April
Complete and forward School Control Self Assessment questionnaire.	Corporate Governance DDG F&A	Principal Finance Consultant (Compliance)	9264 4637	All Schools	CSA Questionnaire	Principal Finance Consultant, Schools Resourcing and Support	Term 1 2017 (2016 questionnaire) Term 3 & 4 2017 (2017 questionnaire)
Submit projected student enrolments.	To assist with and support workforce and budget planning.	Director, Schools Resourcing and Support	9264 4174	All Schools	Online	Director, Schools Resourcing and Support	Term 3

## Finance, Schools Resourcing and Internal Assurance

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<b>Schools Resourcing and Support</b>						
Print, review and certify the Payroll Certification Report to ensure employees are entitled to receive the payment and the amounts payable are correct.	Treasurer Instruction 506 (paragraph 7)	Senior Finance Consultant (Schools)	9264 4174	All Schools	HRMIS Payroll Certification Report	Retain at school Fortnightly before close of pay. After term break, all past reports must be printed, reviewed and certified within 3 weeks.
Report GST transactions.	GST Act	Director, Schools Resourcing and Support	9264 4174	All Schools	Business Activity Statement (BAS)	Australian Taxation Office By twenty first day of each month
Complete 'School Compliance Recommendations Follow-up Action Plans'	Corporate Governance (DoE Audit Committee) DDG F&A	Principal Finance Consultant (Compliance)	9264 4637	All Schools	School Compliance Recommendations Follow-up Action Plans	Principal Finance Consultant, Schools Resourcing and Support Within 30 working days of completed school compliance notification
Submit financial documents such as bank account documents, invoices and transaction reports to the Office of the Auditor General (OAG) for audit. (only schools nominated by OAG)	Office of the Auditor General	Director, Schools Resourcing and Support	9264 4174	All Schools	Email, Fax , or Post	To be advised As required
Submit and confirm collection rates for voluntary contributions and charges, including other related information for the previous calendar year.	Media and FOI requests, and responses to Parliamentary Questions and Ministerials.	Senior Finance Consultant (Schools)	9264 4174	All Schools	Online Survey (link to be advised)	Director Schools Resourcing and Support 17 February 2017



## Finance, Schools Resourcing and Internal Assurance

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<b>Schools Resourcing and Support</b>						
School principals are required to confirm that they have reviewed the one line budget (cash and salary component) on a monthly basis.	To ensure the one line budget is monitored regularly and it does not operate in deficit.	Director Schools Resourcing and Support	9264 4174	All Schools	School Resourcing System online verification	Monthly, to be completed (cash and salary) after the schools cash financial reports are submitted via FREDa and then verified.
Submit school payment gateway transfers.	To ensure there are sufficient funds in the school bank account and the salary component of the one line budget.	Resourcing Consultant	9264 4174	All Schools	School Payment Gateways	Director, Schools Resourcing and Support 11 Oct 2016, 16 Nov 2016, 20 Apr 2017, 23 May 2017, 9 Jun 2017, 19 Jul 2017, 21 Aug 2017, 11 Oct 2017, 17 Nov 2017.
Process and forward submitted boarding away from home allowance applications for eligible students (AIC, GATP and Agricultural College special).	To enable timely payment of this assistance.	Student Allowances Officer	9264 4516	Western Australian Colleges of Agriculture/Country High Schools Hostels	Boarding Away from Home Allowance application form	Director, Schools Resourcing and Support November
Submit Graduate Teacher Induction survey.	To acquit the Graduate teacher Induction Program funding.	Resourcing Consultant	9264 4174	All Schools	Online survey	Director, Schools Resourcing and Support End of Term 1
Submit utility account information.	For the Department to collate school utility usage details.	Resourcing Consultant	9264 4174	All Schools	Online school survey	Director, Schools Resourcing and Support April

## Human Resources

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>		<i>When</i>
Process and forward workers compensation claims and documentation to the Employee Support Bureau.	Risk Cover legislative requirements	Employee Support Bureau	9264 8646	All Schools	Workers Compensation Claim Form and supporting documentation	Employee Support Bureau (Locked Bag 40 East Perth 6892 or Fax 9264 8463)	Within 3 working days of receipt of Workers Compensation First Medical Certificate and Workers Compensation Claim form
Provide details on the extent of implementation of performance management processes.	To collect data for the Public Sector Commission Annual Entity survey.	Principal Consultant	9264 4892	All Schools	Annual Online Survey (survey link to be advised)	Principal Consultant	March (for 2016 collection)

## Information and Communication Technologies

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>		<i>When</i>
Complete Computer Census.	Government (Australian/State) reporting; Asset reconciliation	Director, Infrastructure and Telecommunications	9264 5555	All Schools	Electronic Census	Director, Infrastructure and Telecommunications	June

## International Students

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<b>Full Fee Paying 571 Visa Holders</b>						
Report detail related to full fee paying 571 visa holders where there is a: - cessation of studies - change of visa status - student attendance less than 80% - performance not deemed satisfactory	ESOS Act and Regulations	Manager, Student Services, Education & Training International	9218 2151	All Schools	Email	Manager, Student Services, Education & Training International
						End of each term

## Other

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Report all critical incidents.	Emergency Management policy	Senior Information Analyst, School Performance	9264 4966	All Schools	Online Incident Database	Online Incident Notification System
						Immediately after each critical incident
Annual Report to the School Animals Ethics Committee (SAEC) on the use of animals in schools for scientific teaching activities using SAEC Form D.	Animal Welfare Act and the use of Animals in Schools Policy and Procedures	Senior Policy Analyst, School Policy	9264 4680	All Schools	refer to the website link	DoE Executive Officer - School Animals Ethics Committee
						By December
Report on compliance with and implementation of the Healthy Food and Drink policy.	Reporting requirement to monitor compliance to the Healthy Food and Drink policy	Principal Consultant	9402 6248	All Schools	Refer to the ed-e-mail 18 October 2016.	Manager Complex Learning and Wellbeing
						November

## Other

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<p>Schools listed on the Bushfire Zone Register must have bushfire education programs and stand-alone bushfire plans in addition to their Emergency and Critical Incident Management Plan.</p> <p>The stand-alone bushfire plan should be tested and communicated to staff, students, parents and the Local Community Emergency Services Manager.</p>	<p>Emergency and Critical Incident Management Plan (Departmental Policy) and Keelty Perth Hills Bushfire Report (recommendation 10)</p>	<p>Principal Consultant, Deputy Director General, Schools</p>	<p>9264 4062 (Perisse Taylor) or 9264 4825 (John Marrapodi)</p>	<p>School listed on the Bushfire Zone Register</p>	<p>Email plan to: InfoRequest.AuditRiskMgmt.CO and Regional Education Office</p> <p>Regional Education Office and the Departments Audit and Risk Management</p>	<p>End October</p>

## Post School Intentions Survey

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<p>All Year 12 students complete Post School Intentions and Satisfaction Survey. (Year 11 students are optional)</p>	<p>School and systemic information on student intention and satisfaction</p>	<p>Senior Information Analyst, School Performance</p>	<p>9264 4966</p>	<p>Schools with senior secondary students</p>	<p>Online Survey (link to be advised in 3rd Term)</p> <p>PSIS Survey</p>	<p>July to September</p>

## Reporting to External Agencies

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<p>For selected schools only, record use of copyright materials for copyright collecting agencies for a specified period.</p>	<p>Legislative requirement under the Copyright Act and the statutory education licence agreements.</p>	<p>Principal Consultant Intellectual Property and Copyright</p>	<p>9264 4058</p>	<p>All Schools</p>	<p>Survey Forms</p> <p>Named Copyright Agencies</p>	<p>When selected for the electronic use system survey (4 weeks) or the photocopy/scan/print survey (1 term).</p>

## Reporting to External Agencies

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<b>Child Abuse and Family and Domestic Violence</b>							
Report child abuse (Non Mandatory Reporting) to the Department for Child Protection and Family Support (CPFS) and to the WA Police when criminal behaviour is involved. Lodge an online incident report.	Children and Community Services Act 2004/Criminal Code Compilation Act	Complex Learning and Wellbeing	9402 6124	All Schools	Verbal and/or written report to a local CPFS	Department for Child Protection and Family Support, and Department of Education (incl. WA Police - if required)	As necessary
<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>		<i>When</i>
<b>Children in Care</b>							
Ensure enrolment data is up-to-date to supply to the Department of Human Services (Centrelink) for payment of allowances to eligible	Australian Government Centrelink benefits	Department of Human Services (Centrelink Data Matching Section)	02 62699178	All Schools	SIS/MAZE Data Extract	Department of Human Services (Centrelink Data Matching Section)	As required (week 5 of each term, except term 2 - by June 24)
Provide a documented education plan to the nominated child protection worker (detailed on Form 587) for a child in care, in situations where: - a child in care is enrolled - a child enrolled goes into care - a child's documented education plan has been reviewed (twice per year)	Children and Community Services Act 2004	Complex Learning and Wellbeing	9402 6124	All Schools	Documented Education Plan	Department for Child Protection and Family Support	Within 6 weeks
<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>		<i>When</i>
<b>Sexual Abuse</b>							
Report child sexual abuse (Mandatory Reporting) to the Mandatory Reporting Service (MRS) of the Department for Child Protection and Family Support (CPFS). Lodge an online incident report.	Children and Community Services Act 2004	Complex Learning and Wellbeing	9402 6124	All Schools	Verbal report followed by online report or online report only	Department for Child Protection and Family Support MRS, and Department of Education	As necessary

## School Accountability

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Review and update the School Overview and Programs/Projects, for inclusion in Schools Online.	Maintain up-to-date public information about schools	Manager, School Performance	9264 4966	All Schools	Schools Online Data Submission facility	Manager, School Performance
2016 annual School Report submitted for inclusion in Schools Online, by the end of Term one.	Australian Government Legislation, and Department Policy	Manager, School Performance	9264 4966	All Schools	Schools Online	Manager, School Performance
						February
						End of Term 1 (2017)

## School Census

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Provide various data by the centrally coordinated census collection process.	Australian and State Government reporting	Information Officer, Census	9264 4545	All Schools	School Census System	Manager, System Performance
To collect additional census information about kindergartens.	Reporting to the National Partnership (ECE) for all sectors.	Project Officer	9264 4147	Schools with Kindergarten Students	Kindergarten Provision Census	Project Officer
Schools are to update information in SIS about each parent or guardian's school education, non-school education and occupation group, prior to each biannual student census.	These data are used for local and national administrative purposes, including calculating the Student Centred Funding Model (Feb data).	Manager, System Performance	9264 4668	All Schools	In SIS (and via student census)	
						February and August
						August

## School Census

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<b><i>Students with a Disability</i></b>						
Every school is to report information about students with a disability.	National Reporting - Nationally Consistent Collection of Data (NCCD) on students with a disability.	Manager, System Performance	9264 4668	All Schools	SIS (and via semester 2 student census)	August

## Strategic Asset Planning

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<b><i>Student Accommodation Census</i></b>						
To identify the number & type of classrooms available at the school and reconfirm usage of these rooms.	To allocate transportable classrooms and plan capital works.	Principal Consultant, Strategic Asset Planning	9264 4426	All Schools	Online Accomodation /Census System	Director, Strategic Asset Planning July

## Student Support Services

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Notify Disability Services and Support when a student with a current Individual Disability Allocation ceases enrolment.	To reconcile SIS and Disability Resourcing System records to ensure accountability and support planning.	Principal Consultant	9402 6459	All Schools	Email general.disability.resourcing@education.wa.edu.au	End of month

## Student Support Services

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Complete mandated applications for the Individual Disability Allocation.	To assist planning and ensure continuity of provision.	Principal Consultant	9402 6459	All Schools	Access new application through the Disability Resourcing System.	general.disability.resourcing@education.wa.edu.au Monitor each month
Participate in the protective behaviours survey.	Joint Standing Committee on the Commissioner for Children and Young People	Complex Learning and Wellbeing	9402 6124	All Schools	Online survey	Department of Education October

## Student Testing

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<b>National Assessment Program - Literacy and Numeracy</b>						
Requirements in support of NAPLAN testing for year 3, 5, 7, and 9 students.	National Assessment Program	Manager, K - 10 Testing, School Curriculum and Standards Authority (SCSA)	9442 9460	All Schools	Forms/Website	Manager, K - 10 Testing, School Curriculum and Standards Authority (SCSA) As per NAPLAN schedule
<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<b>National Assessment Programs - Sample</b>						
Selected schools' (as notified) are to provide up to date enrolment data for year 6 and year 10 students for the National Assessment Program. The following topics are tested in rotation: Civics and Citizenship (2016); ICT Literacy (2017); Science Literacy (2018).	National Assessment Program	Manager, K - 10 Testing, School Curriculum and Standards Authority (SCSA)	9442 9460	Selected Schools only	Download from school system	Manager, K - 10 Testing, School Curriculum and Standards Authority (SCSA) October/November



## Student Testing

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<b>PEAC Selection - Year 4 Assessment</b>						
All Year 4 students are tested for suitability for selection to PEAC.		Principal Consultant, Gifted and Talented Selection	9264 4307	Schools with Year 4 students	School Coordinator to the Regional Assessment Coordinator (RAC)	Regional Assessment Coordinator Testing is scheduled - August

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<b>State-Based Assessment Programs</b>						
On Entry Assessment for all pre-primary students.	On Entry Assessment Program	Principal Consultant, On Entry Assessment	9202 1282	Schools with Pre-Primary students	Automated SIS download/Forms	Principal Consultant, On Entry Assessment As per On Entry timeline

## VET in Schools

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Update VET enrolment and results data in 'Reporting to Parents' and upload the data files to the School Curriculum and Standards Authority's (SCSA) Student Information Recording (SIR) system.	To report VET enrolments and results to the SCSA for contribution to WACE.	Senior Information Analyst, System Performance	9264 5555	Schools with secondary students studying in VET in programs	Electronic (via Reporting to Parents and SIR)	School Curriculum and Standards Authority As per the WACE Activities Schedule

## Western Australian Certificate of Education

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Contact Position</i>	<i>Contact Phone</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
WACE reporting requirements in accordance with those listed in the School Curriculum and Standards Authority WACE Activities Schedule.	School Curriculum and Standards Authority Act	Manager, Secondary Pathways and Transitions	9402 6129	All schools with students completing programs that give WACE credit	Electronic (via SIRS) or Form	School Curriculum and Standards Authority As per the WACE Activities Schedule