

REPORTING REQUIREMENTS OF SCHOOLS

2012



Department of Education

Introduction

This document sets out schools' reporting requirements for 2012 in relation to the Department of Education's strategic initiatives, Australian government programs, routine operational information and information collected on behalf of external agencies. *Reporting Requirements of Schools* has been used for several years as part of the monitoring undertaken to support the change management process referred to in Certified Agreements.

Reporting requirements have been listed into the following categories:

- Aboriginal Education
- Behaviour and Wellbeing
- Census
- Curriculum
- Finance, Schools Resourcing and Internal Assurance
- Human Resources
- International Students
- Other
- Post School Intentions Survey
- Reporting to External Agencies
- School Accountability
- Student Testing
- VET Teaching and Learning
- Western Australian Certificate of Education

Each reporting requirement generally consists of:

- a short description of the requirement and a contact for further information
- purpose of the requirement
- the schools to which the reporting requirement applies
- the method of meeting the reporting requirement
- who requires the information requested in the reporting requirement
- when the information requested in the reporting requirement is due

A number of requirements are moving away from the production of manual reports to the automated download of information from school information systems. The introduction of web based surveys is also changing the nature of some reporting. These items are still included in this document in order to assist in comprehensively monitoring the reporting requests made of schools.

The list of reporting requirements is also available online and is communicated to principals via an automated email on the first of each month. The site providing links to key forms, detailed documentation and support services for each of the reporting requirements. These are presented on a monthly basis based on their due date.

Aboriginal 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>
Schools will report the number of Aboriginal students with documented learning plans.	National reporting requirement under the Aboriginal and Torres Strait Islander Education Action Plan.	Frances Murphy, Principal Consultant	9264 4996	All Schools	Online Survey Bruce Roper, Manager	end November

<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>
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Aboriginal Tutorial Assistance Scheme (ATAS)

Provide a brief outline of the ATAS model to be implemented, followed by feedback on the success of the program.	Australian Government Aboriginal Education Program	Consultant, ATAS	9264 5167	Aboriginal Tutorial Assistance Scheme (ATAS) Schools	Report Consultant, ATAS	17 February 2012 (Outline) 7 December 2012 (Feedback)
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Focus Schools

Schools will report the status of implementation of a formal school and community partnership agreement with their Aboriginal community.	National reporting requirement under the Aboriginal and Torres Strait Islander Education Action Plan.	Bruce Roper, Manager	92645317	Focus Schools	Census Collection Bruce Roper, Manager	November
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Behaviour 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>
Student suspension details for each student who is suspended.	Behaviour Management in Schools Policy	Principal Consultant, Behaviour	9264 4282	All Schools	SIS/MAZE	Maintain within SIS	At time of suspension
Participate in the student attendance audit.	School Education Act (Attendance Policy)	Senior Information Analyst, School Performance	92382537	All Schools	Report	School Performance	August
Complete Water-based Activities Acquittal Certificate and keep it on file in the school (Water-based activities funded schools only)	Duty of Care Policy (Outdoor Education and Recreation Activities Procedures and Guidelines)	Principal Consultant, K-12 Curriculum	9264 5690	All Schools	Water-based Activities Acquittal Certificate	To be kept on school file for audit	December
Review of the previous years student attendance targets, and assessment of outcomes, submitting new targets for the following year.	School Education Act (Attendance Policy)	Principal Consultant, Attendance	9264 8939	All Schools	Report to Regional Office	Regional Executive Director	Term 4, Week 5 (end)
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 - Student Health Care	9264 4455	All Schools	SIS/Maze	Maintain within the school	Annual Review or at enrolment

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 numbers of and details for ESL students via a centrally coordinated census collection process.	Western Australian Department of Education Reporting	Senior Information Analyst, School Performance Branch	9264 2401	All schools with ESL students	SIS or MAZE extract	School Performance	February and August

Census

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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	February and August

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Kindergarten

To collect additional census information about kindergartens.	Reporting to the National Partnership (ECE) for all sectors.	Senior Research Analyst	92644121	Schools with Kindergarten Students	Kindergarten Online Survey	Senior Research Analyst (for Commonwealth Government - OECDL)	August
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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>	
Principals are required to complete the Australian Curriculum Implementation online survey.	Australian Curriculum Implementation process and planning.	Manager, K-12 Coordination	9238 2208	All Schools	Online Survey	Manager, K-12 Coordination	November/December

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English as an Additional Language or Dialect

Enter new arrival student details into SIS or MAZE.	EAL/D program provision.	Principal Consultant K-12 EAL/D Support	9264 4691	All Schools	Automated Download	EAL/D Program	July, November
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Curriculum

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English as an Additional Language or Dialect							
Report students progress on the ESL/ESD Progress Map	Department reporting requirement	Principal Consultant K-12 EAL/D Support	9264 4691	Aboriginal Literacy Strategy (ALS) Schools, ESL Support and Cell Program Schools, Intensive English Centres	SIS Report	EAL/D Program	End of first and second semesters
Update ESL student data within SIS.	Department reporting requirement	Principal Consultant K-12 EAL/D Support	9383 4691	ESL Support and Cell Program Schools, Intensive English Centres	Electronic SIS Upload	EAL/D Program	February and August

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>	
ETSSC Education Agencies							
Submit FBT information regarding private use of government vehicles (where applicable) to the taxation unit at ETSSC.	Fringe Benefits Tax Act	Taxation Team leader	9264 8588	All Schools	Form	ETSSC DETTAX@det.wa .edu.au	Quarterly
Provide vehicle usage/return worksheet including kilometrage 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	ETSSC DETTAX@det.wa .edu.au	Quarterly (for FBT Year)
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	ETSSC DETTAX@det.wa .edu.au	15 October (1 April - 30 September) and 15 April (1 October - 31 March)

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>
Financial Services and Support						
Submit General Ledger, Assets and Bank Reconciliation data for reporting to Treasury, through Financial Reporting via Electronic Data Access (FREDA) processes.	Department of Treasury Whole of Government Reporting	Senior Finance Consultant (Schools)	9270 3125	All Schools	FREDA Report	Senior Financial Reporting Officer (via Senior Finance Consultant Schools) By tenth day of each month (except June 2012 - due 4 July 2012)
Submit Supplementary Financial data (via FREDA processes) for annual financial statements for reporting to Parliament and the Department of Treasury.	Parliament and the Department of Treasury and Finance	Senior Finance Consultant Schools	9270 3126	All Schools	FREDA	Senior Financial Reporting Officer via Senior Finance Consultant (Schools) For 30 June and 31 December
Submit details of interstate or overseas travel expenditure for reporting to the Minister.	Department of Premier and Cabinet	Assistant Reporting Officer	9270 3141	All Schools	Declaration Form	Assistant Reporting Officer As Applicable
Print, review and certify the Payroll Certification Report to ensure employees to be paid are entitled to receive the payment and the amounts payable are correct.	Treasurer Instruction 506 (paragraph 7)	Director, Financial Services and Support	9270 3125	All Schools	HRMIS Payroll Certification Report	Retain at school Fortnightly before close of pay. On return from term break, the past report must be printed, reviewed and certified.
Report GST transactions.	GST Act	Director, Financial Services and Support	9270 3125	All Schools	Business Activity Statement (BAS) Form	Australian Taxation Office By twenty first day of each month
Submit details of 'international' travel allowance payments made to employees for meals and incidentals during the financial year for inclusion on payment summaries.	Income Tax Assessment Act	Accounts Processing Officer, ETSSC	9264 8547	All Schools	Form	Senior Financial Reporting Officer Monthly (June return by mid-month)

Finance, Schools Resourcing and Internal Assurance

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Financial Services and Support						
Submit financial documents such as 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, Financial Services and Support	9270 3125	All Schools	Email, Fax , or Post	Office of the Auditor General (OAG) June/July
Submit and confirm collection rates for voluntary contributions and charges, including other related information for the previous calendar year.	West Australian Newspapers annual freedom of information request.	Director, Financial Services and Support	9270 3126	All Schools	Online Survey (as advised in 24/2/12 ed-e-mail)	Director, Financial Services and Support 16-Mar-12
Internal Assurance						
Complete and forward School Audit Control Self Assessment questionnaire (for Schools not audited by DoE staff during the year).	Corporate Governance (DET Audit Committee)	Team Leader Schools	9270 3103	All Schools	CSA Questionnaire	Manager, Audit & Risk Management and 4 During Term 3
Complete 'School Audit Recommendations Follow-up Action Plans'	Corporate Governance (DET Audit Committee)	Team Leader Schools	9270 3103	All Schools	School Audit Recommendations Follow-up Action Plans	Manager, Audit & Risk Management Within 30 working days of completed school audit notification
Complete and forward annual risk report.	Corporate Governance (DET Audit Committee and Corporate Executive)	Senior Consultant, Risk Management	9270 3111	All Schools	Risk report	Manager, Audit and Risk Management by 31 March

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>
Schools Resourcing						
Submit details of funds to be retained in the salary pool.	Provides flexibility to transfer funds to the salary pool for engagement of teaching and non teaching staff time	School Grant Development Officer	9264 4773	All Schools	Salary Pool Retention Form	Director, School Resourcing and Budgeting January and July
Submit utilities management reconciliations.	To advise of changed circumstances for review of funding baselines	Utilities Reconciliation Officer	9264 5062 (North) or 9264 4243 (South)	All Schools	Utilities Reconciliation Form	Director, School Resourcing and Budgeting Yearly (as per website schedule)
Process and forward submitted Secondary Assistance Scheme applications for eligible students.	To enable the timely payment of this assistance to low income parents	Secondary Assistance Scheme Officer	9264 4516	Schools with secondary students	Secondary Assistance Scheme Application	Director, School Resourcing and Budgeting by 9 March
Submit school grant/salary pool transfer forms, and one line budget transfer forms for IPS.	To ensure there are sufficient funds in a school bank account, salary pool, and for IPS - in the SFSA.	School Grant Development Officer	9264 4773	None	School Grant, Salary Pool, and online budget transfer forms.	Director, Schools Resourcing and Budgeting 14 January, 5 April, 6 July, 28 September
Completion of a short online survey on the projected 2013 year 11 and 12 student enrolments.	Allocate supplementary resources to minimise the impact of the half year cohort in year 11 in 2013.	Director, Schools Resourcing and Budgeting	9264 8165	Schools with senior secondary students	Online survey (link to be advised)	Director, Schools Resourcing and Budgeting February 24, 2012 and June 29, 2012.

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>
Submit Anticipated Enrolment Return.	DET Staffing requirements	Manager, Staffing	9264 5037	All Schools	Online	Manager, Staffing July
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 (GPO Box 2622, E Perth 6892 or FAX 9264 8463) Within 3 working days of receipt of Workers Compensation First Medical Certificate and Workers Compensation Claim form
Complete the requirements for the Casual Input vs Leave report that identifies casual payments without a matching absence.	Treasurer Instruction 506 and 304	Director, Shared Services Education	9264 8700	All Schools	HRMIS Certification Report	Retain in School Fortnightly (prior to Payroll Certification)
Complete requirements for payroll and establishment report and hold at the school.	Treasurer Instruction 506 and 304	Director, Shared Services - Education	9264 8700	All Schools	HRMIS Establishment Report	Retain in School Commencement of each term
Complete the requirements for the payroll and leave liability report and hold at school.	Treasurer Instruction 506 and 304	Director, Shared Services - Education	9264 8700	All Schools	HRMIS Leave Liability Report	Retain in School Commencement of each term

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Workforce Policy and Coordination						
Provide details on the extent of implementation of performance management processes and training in equal opportunity and diversity, ethical and accountable conduct, grievance management, public interest disclosure and anti-bullying and harassment.	Department compliance with EEO Act and PSM Act legislative requirements.	Principal Consultant	92644892	All Schools	Online Survey	Principal Consultant December

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>
Full Fee Paying 571 Visa Holders						
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 first and second semester

Other

<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>
Report all incidents.	Emergency Management policy	Senior Consultant, K-12 Student Services (Exclusions)	9264 5256	All Schools	Online Incident Database	Online Incident Notification System Immediately after each incident
Provide details of purchasing Buy Local Policy (at all levels) for the previous financial year of the top 20 suppliers by value (excluding capital works, minor works and utilities). For nominated Buy Local Schools only.	Buy Local Policy (Government of Western Australia)	Senior Procurement Consultant	9264 4055	Buy Local Schools	Crystal Report (SIS) - Faxed return (9264 5695)	Senior Procurement Consultant October
Complete Computer and Connectivity Census.	Government (Australian/State) reporting; Asset reconciliation	Director, Infrastructure and Telecommunications	9264 5474	All Schools	Electronic Census	Director, Infrastructure and Telecommunications Week 2 Term 2
Annual Report to the School Animals Ethics Committee (SAEC) on the use of animals in schools using SAEC Form D. (Schools not having used animals are to submit a 'nil return'.)	Animal Welfare Act and the National Health and Medical Research Council Code of Practice	Principal Consultant, K-12 Coordination	9264 5021	All Schools	SAEC Form D	DoE Executive Officer - School Animals Ethics Committee By December

Other

<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>	
Ensure that bushfire education and bushfire plans are in place, tested and communicated to staff, students and parents.	Emergency and Critical Incident Management Plan (Departmental Policy) and Keelty Perth Hills Bushfire Report (recommendation 10)	Principal Consultant, Deputy Director General, Schools	9264 4062 (Perisse Taylor) or 9264 4825 (John Marrapodi)	School listed on the Bushfire Zone Register	Email Plan	Principal Consultant, Deputy Director General, Schools	End October

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>	
All year 11 and 12 students complete Post School Intentions and Satisfaction Survey.	School and systemic information on student intention and satisfaction	Manager, School Performance	9264 4966	Schools with senior secondary students	Online Survey	Manager, School Performance	August to October

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>	
Record copying for copyright agencies (if sample school, for specified period).	Legislative requirement under the Copyright Act and the statutory education licence agreements.	Manager, Intellectual Property & Copyright	9229 5255	All Schools	Survey Forms (distributed)	Named Copyright Agencies	For one term as per notification
Ensure enrolment check data is up-to-date to supply to Centrelink for payment of allowances to eligible students.	Australian Government Centrelink benefits	Centrelink Data Matching Section	02 61551298	All Schools	SIS/MAZE	Centrelink Data Matching Section	As required (usually week 5 of each term)

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>	
Provide an educational report for children in the care of the CEO of the Department for Child Protection (DCP), in situations where the child: 1) goes into care 2) upon enrolment 3) annually upon request by DCP	Children and Community Services Act 2004	Child Protection Team DoE	92648994	All Schools	Education Assessment Form	Department for Child Protection	As Required
Report child sexual abuse (Mandatory Reporting) to the Mandatory Reporting Service (MRS) of the Department for Child Protection (DCP). Lodge an online incident report.	Children and Community Services Act 2004	Child Protection Team DoE	9264 8994	All Schools	Verbal report followed by written report or written report only	Department for Child Protection MRS and Department of Education	As necessary
Report child abuse (Non Mandatory Reporting) to the Department for Child Protection (DCP) and to the WA Police when criminal behaviour is involved. Lodge an online incident report.	Children and Community Services Act 2004	Child Protection Team DoE	9264 8994	All Schools	Verbal and/or written report to a local DCP	Department for Child Protection and Department of Education (incl. WA Police - if required)	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, School Priorities 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	February
Provision of the 2011 School Report, for inclusion in Schools Online, by the end of Term one.	Australian Government Legislation, and DET Policy (School Improvement and Accountability Framework)	Manager, School Performance	9264 4966	All Schools	Schools Online	Manager, School Performance	End of Term 1

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>
National Assessment Program - Literacy and Numeracy						
Requirements in support of NAPLAN testing for year 3, 5, 7, and 9 students as per the key NAPLAN dates.	National Assessment Program	Educational Measurement Officer, Data Management	9264 4514	All Schools	Forms/Website	Manager, Educational Measurement as per NAPLAN schedule
National Assessment Programs - Sample						
Provide up to date enrolment data for year 6 students for Science Literacy National Assessment Program.	National Assessment Program: Science Literacy	Educational Measurement Officer, Cross Curriculum	9264 5509	All Schools	Automated Download	Educational Measurement Officer, Cross Curriculum June/July
Provide up-to-date enrolment data for students with birthdates between 1 May 1996 and 30 April 1997.	Programme for International Student Assessment (PISA)	Educational Measurement Officer, Cross Curriculum	9264 5509	All Schools	Automated download	Educational Measurement Officer, Cross Curriculum May-12
State-Based Assessment Programs						
Requirements in support of On Entry Assessment for all pre-primary students as per the On Entry timeline.	On Entry Assessment Program	Project Manager, On Entry Assessment	9264 4686	Schools with Kindergarten Students	Automated SIS download/Forms	Project Officer, On Entry Assessment as per On Entry timeline
Requirements in support of WAMSE testing for year 3, 5, 7, and 9 students as per the key WAMSE dates.	State Based Assessment	Educational Measurement Officer, Data Management	9264 4514	All Schools	Form/Website data entry	Manager, Educational Measurement as per WAMSE schedule

VET Teaching and Learning

<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>
Vocational Education and Training in Schools						
Update student participation data for VET students in the SIS VET Module	Australian/State Govt. funded VETiS student activity		9264 8106	Schools with secondary students	VET Module Report - Automated	Third last Friday of each term

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 Course requirements in accordance with those listed in the Curriculum Council WACE Activities Schedule.	Curriculum Council Act	Manager, Secondary Support	9264 5473	Schools with senior secondary students	Electronic or Form	Curriculum Council	As per the WACE Activities Schedule
VET requirements in accordance with those listed in the Curriculum Council WACE Activities Schedule.	Curriculum Council Act		9264 4783	Schools with senior secondary students	Electronic or Form	Curriculum Council	As per the WACE Activities Schedule