**Application form to request authorisation of Additional position(s) or class of positions**

**DETAILS OF POSITION(S) OR CLASS OF POSITIONS TO BE AUTHORISED**

|  |  |
| --- | --- |
| Role title(s) |  |
| Name of school (if applicable) |  |
| School sector (i.e. government, Catholic, independent) |  |

**INFORMATION TO BE CONSIDERED**

|  |  |
| --- | --- |
| Do the people holding the position have sufficient relevant experience in school administration and decision-making that impacts individuals, including the number of years of relevant experience? | Y  N  Please provide detail: |
| Are the people holding the position employed or engaged by schools to perform appropriate duties at the appropriate level of seniority? | Y  N  Please provide detail: |
| Do the people holding the position have, or are expected to have, suitable qualifications and training in school administration and management, including on conflict resolution or other relevant topics? | Y  N  Please provide detail: |
| Do the people holding the position have, or are expected to have, knowledge of applicable and relevant policies for example any complaints or dispute resolution policies? | Y  N  Please provide detail: |
| Do any of the people holding the position have any known issues which may adversely impact their conduct under the Scheme, for example, allegations of misconduct? | Y  N  Please provide detail: |
| Are the people holding the position willing and able to complete any training that is required or recommended, which relates to the role of authorised persons?    Note: The certificate of completion of the training must be provided to [legal.services@education.vic.gov.au](mailto:legal.services@education.vic.gov.au) within 60 days of the position(s) being authorised. | Y  N  Please provide detail: |
| Do you reasonably believe that the people holding the position meet these criteria and are there measures in place to support their ability to meet their obligations under the Scheme, including their ability to meet the requirements set out in Part 2.1A of the Education and Training Reform Act and the School Community Safety Order Scheme Ministerial Guidelines? | Y  N  Please provide detail: |
| Should the position be subjected to any limitations in their role as authorised persons, such as only making decisions in relation to certain schools? | Y  N  Please provide detail: |

**SUPPORTING DOCUMENTS**

**Have the following been attached?**

|  |  |
| --- | --- |
| Position description(s) | Y  N |
| Evidence of qualifications and experience of each position (for example, list of qualifications or summary of relevant experience held by the person(s) holding the position) | Y  N |
| Other documentation (please detail below): | Y  N |

Please submit this form (with any supporting documentation) and direct any queries to [legal.services@education.vic.gov.au](mailto:legal.services@education.vic.gov.au).

A representative from the Department of Education and Training will confirm receipt of your application and inform you of the outcome.