

# School Compliance Checklist

## Frequently Asked Questions

### How do I log on to the School Compliance Checklist?

All Edumail users have access to the Checklist. Open your web browser and type in the following web address <https://www.eduweb.vic.gov.au/scc> and then enter your Edumail PIN and Password.

The Checklist is linked with Edumail. Principals will automatically have **School Admin** access levels provided that their Edumail details are up-to-date. Details can be updated by going to:

<https://www.edumail.vic.gov.au/edumailonline/> .

### Why can't I update the Checklist?

Updating the Checklist is dependant on your access level. In order to update the Checklist, a user needs either **Editor** or **Approver** access levels. Only Checklist users with **Approver** or **School Admin** access levels can delegate and assign user access levels. To update access levels, go to the **Add/modify user's** link from the homepage of the Checklist.

### How do I know what my school needs to be compliant with?

Once you have logged onto the Checklist, all compliance items that you can view under the tab **View/Update Compliance** are applicable to **your** school and are required to be assessed.

### How can I view the current status of my school?

You can view current status by clicking on the **Your School Compliance** tab and then **View/Update Compliance List**, you will be able to view a list of compliance items and the current compliance status for your school. To see the details of individual items click on each compliance item.

Alternatively, you can view your school's compliance status by running a report. This reporting function can be accessed by clicking on the **Reports** tab.

### I have read all the information provided for a compliance item and I am unsure of my compliance status.

For further information on how compliance can be demonstrated for an individual item, you can contact the responsible program area. Contact details are provided on the right hand side of the individual compliance item screen.

### Do I have to complete all fields on the compliance item details screen?

Only the **Select Your School Compliance Status** field is mandatory, all other fields are optional and for school use only.

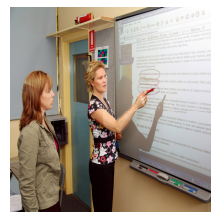
### Who can approve the status of a compliance item?

Approving the status of a compliance item is dependant on your access level. **Approver** or **School Admin** access levels are required in order to approve the compliance status of an item. It is highly recommended that all compliance items are finally approved by the principal. You can view your access level on the Checklist homepage in the top right-hand corner.

### How do I approve the status of a compliance item?

A compliance item can be approved only by the school principal or by other staff that have been assigned **Approver** or **School Admin** access. A compliance item can be approved in two ways:

1. Select the link **Approve Compliance Items for your School**. This link will take you straight from the home page to a list of any compliance items awaiting approval.
2. Follow a number of tabs from the home page **Your School Compliance** followed by **Approve** and this will



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lead you to the list of awaiting approval.

To approve one or all of these items, the user must select the appropriate item by ticking the box beside the compliance item and then by clicking the **Approve Now** button

### Will I need to update a compliance item status more than once?

For annual compliance items, the Checklist needs to be updated every year according to the term due date. The compliance status selected is valid for one year only. At the beginning of each year the status of annual items is re-set to 'not assessed' and schools are expected to re-assess their status for the coming year.

Ongoing items need to be completed once by a school. Your compliance item status will only need to be updated if the circumstances at your school change or if the compliance requirements are amended or updated resulting in a change to your compliance status.

### How often will I need to update the checklist?

Items need to be assessed at least once a term according to the term due that is listed against each individual compliance item.

The Checklist can be updated by schools at any time during the year, however the Department runs compliance status reports and distributes the results to senior management at the end of each term for those items due in that particular term. It is expected that schools will complete the compliance items due for self-assessment in that term.

### How will I know when a compliance item is due?

All compliance items relevant to your school are listed under the **Your School Compliance** tab. Users can search or sort all items by the **Term Due By** to identify both the term and date each item is due.

A reminder is sent to all schools at the beginning of each term, which lists the annual items due in that term.

### How will I know if there are any changes to a compliance requirement?

The user must refer to the **Important information** located to the right hand side of the screen of the Checklist home page. Updates or changes that have been made to any compliance item contained within the

Checklist will be highlighted here. Clicking on the link of any change listed will take users to the compliance item detail screen. Alternatively an updated compliance item can be identified by the red flag located next to an item on the complete list of compliance items.

### How do I assess compliance for a multi-campus school?

For multi-campus schools, compliance status for each compliance item applies to all campuses, i.e. one campus is fully compliant and one campus is partially compliant, so the item should be marked partially compliant.

### How do I assess compliance for an annex school?

The principal with responsibility for the administration of an annex schools needs to contact the Checklist Administrator, who will arrange access to multiple schools. It is expected that both the hub and annex schools will self-assess compliance separately.

### Where can I find more information and guidance about the Checklist?

For all Checklist enquires:

Email: [school.compliance.checklist@edumail.vic.gov.au](mailto:school.compliance.checklist@edumail.vic.gov.au)

Phone: Checklist Administrator 9637 2128.

For step-by-step guidelines and information:

<http://www.education.vic.gov.au/management/schoolimprovement/accountability/checklist.htm>