

# School Compliance Checklist

## Glossary of Terms

Term	Description
<b>Access level</b>	<ul style="list-style-type: none"> <li>The functionality a user is authorised to access within the Checklist (see below for roles and access levels)</li> </ul>
<b>Action points</b>	<ul style="list-style-type: none"> <li>A list of actions schools are required to complete in order to comply with each compliance item</li> </ul>
<b>Alert text</b>	<ul style="list-style-type: none"> <li>Highlights any recent changes that have been made to a compliance item/s. These changes will be flagged on the Homepage and highlighted in red on the compliance item page</li> </ul>
<b>Alert URL</b>	<ul style="list-style-type: none"> <li>Highlights any recent changes that have been made to links, guidance and templates and good practice examples</li> </ul>
<b>Annual compliance item</b>	<ul style="list-style-type: none"> <li>The items that schools are required to complete each year. School status of annual items is re-set to 'Not Assessed' at the end of each year</li> </ul>
<b>Approver</b> authorised access	<ul style="list-style-type: none"> <li>View a complete list of all compliance requirements</li> <li>View all compliance requirements that are relevant to your school</li> <li>Edit school compliance item status</li> <li>Approve school compliance item status</li> <li>Assign "Editor" roles to school staff</li> <li>Run reports on school compliance status</li> </ul>
<b>Central Comments</b>	<ul style="list-style-type: none"> <li>Additional information to assist with becoming compliant with a particular compliance item</li> </ul>
<b>Central Program Area</b> authorised access	<ul style="list-style-type: none"> <li>View a complete list of all compliance requirements</li> <li>Run reports on school compliance status for items program area has responsibility – not school specific</li> </ul>
<b>Central Viewer</b>	<ul style="list-style-type: none"> <li>View a complete list of all compliance requirements</li> </ul>
<b>Code</b>	<ul style="list-style-type: none"> <li>System generated alpha numeric code used to identify each compliance item</li> </ul>
<b>Compliance item</b>	<ul style="list-style-type: none"> <li>Description of Departmental policy or legislative requirement</li> </ul>
<b>Compliance item status</b>	<ul style="list-style-type: none"> <li>The status of each compliance item self assessed and updated by each school on the Checklist. Schools can select a status of fully compliant, partially compliant, not compliant or not applicable.</li> </ul>
<b>Compliance item type</b>	<ul style="list-style-type: none"> <li>Details whether a compliance item is legislation or departmental policy</li> </ul>
<b>Central comments</b>	<ul style="list-style-type: none"> <li>Additional information to assist with becoming compliant with a particular compliance item</li> </ul>
<b>Date approved</b>	<ul style="list-style-type: none"> <li>The date the change in compliance status for a compliance item was approved by the School administrator or approver(usually the principal)</li> </ul>

<b>Date due by</b>	<ul style="list-style-type: none"> <li>For annual compliance items the date by which an item is due to be completed</li> </ul>
<b>Document location</b>	<ul style="list-style-type: none"> <li>An optional field where the location of relevant documentation for each compliance item can be located (i.e. principal's office or s://school documents)</li> </ul>
<b>Editor</b> authorised access	<ul style="list-style-type: none"> <li>View a complete list of all compliance requirements</li> <li>View all compliance requirements that are relevant to your school</li> <li>Edit school compliance item status and submit for approval</li> <li>Run report of school compliance status</li> </ul>
<b>Frequency</b>	<ul style="list-style-type: none"> <li>Regularity of reporting requirements for each compliance item (see annual and ongoing)</li> </ul>
<b>Functional group</b>	<ul style="list-style-type: none"> <li>Group or theme by which compliance items are sorted</li> </ul>
<b>Good practice</b>	<ul style="list-style-type: none"> <li>Sample policies and other documents schools can adapt or use to develop their own policies</li> </ul>
<b>Guidance &amp; templates</b>	<ul style="list-style-type: none"> <li>Links to further information for each compliance item</li> </ul>
<b>Ongoing compliance item</b>	<ul style="list-style-type: none"> <li>Those items that a school completes once and are not required to complete again unless the school's circumstances change or the legislation changes</li> </ul>
<b>Person responsible</b>	<ul style="list-style-type: none"> <li>An optional field recording the person responsible for managing compliance with a particular compliance item at the school</li> </ul>
<b>Program area</b>	<ul style="list-style-type: none"> <li>The area within Central Office that has responsibility for the content of individual compliance items</li> </ul>
<b>Regional Editor</b> authorised access	<ul style="list-style-type: none"> <li>View a complete list of all compliance requirements</li> <li>View a complete list of all compliance requirements that are relevant to schools in region</li> <li>Run reports on school compliance status for schools in region</li> </ul>
<b>School comments</b>	<ul style="list-style-type: none"> <li>An optional field where schools can enter comments that can only be viewed by users that have the access level of editor, approver or school administrator</li> </ul>
<b>School Administrator</b> authorised access	<ul style="list-style-type: none"> <li>View a complete list of all compliance requirements</li> <li>View all compliance requirements that are relevant to your school</li> <li>Edit school compliance item status</li> <li>Approve school compliance item status</li> <li>Assign "Editor" and "Approver" roles to school staff</li> <li>Run reports on school compliance status</li> </ul>
<b>School type</b>	<ul style="list-style-type: none"> <li>The type of school a compliance item applies to i.e. Primary, Secondary, P-12, Language, Camp, Special</li> </ul>
<b>Term due by</b>	<ul style="list-style-type: none"> <li>For ongoing items, the term in which the status of a compliance item must be updated</li> </ul>
<b>Your school's compliance</b>	<ul style="list-style-type: none"> <li>A list of all the compliance requirements that apply to schools of a particular type</li> </ul>