



2024 Compliance Certificate Verification Exercise Guide

The Compliance Certificate process

For the 2024 Compliance Certificate process (for the 2023 school year), selected schools are required to answer 3 questions to confirm their compliance with the ongoing policy requirements.

The Compliance Certificate process provides a level of assurance to the Department of Education (the department) that approved authorities for schools are complying with the requirements set out in section 77 of the [Australian Education Act 2013](#) (the Act), and related sections of the [Australian Education Regulations 2023](#) (the Regulations).

Compliance Certificate Verification Exercise

The Compliance Certificate Verification Exercise is an annual assurance activity that occurs after approved authorities submit their self-declared responses to the annual Compliance Certificate on behalf of their schools. The Compliance Certificate Verification Exercise is undertaken for a sample of schools in the non-government school sector.

The purpose of the Compliance Certificate Verification Exercise is to assure the information provided through the Compliance Certificate process is accurate, complete, and reliable. If your school is selected for the Compliance Certificate Verification Exercise for 2024, the approved authority for your school will be notified by the department.

Compliance Certificate Verification Exercise overview

A sample of schools are selected to provide documentation to support the declarations made in their Compliance Certificate. The requirement to provide the documentation is in accordance with section 39A of the Regulations.

If your school is selected to participate in the 2024 Compliance Certificate Verification Exercise, the approved authority for your school will receive an email notification in October 2024. The notification will include details of the appropriate documentary evidence required and specify the date the information is to be returned to the department.

The documentation and information received from the approved authority is reviewed by the department to assess whether further information and/or investigation is required.

If you receive a notification from the department, please ensure you advise your school(s) of their selection for the 2024 Compliance Certificate Verification Exercise.

Need more help?

If you have any questions on the 2024 Compliance Certificate Verification Exercise process for the 2023 school year, please contact us by:

- emailing compliancehelpline@education.gov.au
- calling 1800 677 027 (select option 4, then option 2)
- submitting a support request through SchoolsHUB.