



2025 Compliance Certificate Verification Exercise Guide

The Compliance Certificate

For the 2025 Compliance Certificate process (for the 2024 school year), selected schools are required to respond to three questions to confirm their compliance the ongoing policy requirements.

The Compliance Certificate provides a level of assurance to the Department of Education (the department) that approved authorities for schools are complying with the ongoing policy 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).

Visit the [Compliance Certificate page](#) on SchoolsHUB for more information.

The 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 Compliance Certificate on behalf of their school(s). 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 2025, the approved authority will be notified by the department. Please ensure you advise your school(s) of their selection for the 2025 Compliance Certificate Verification Exercise.

Overview of the exercise

A sample of schools are selected to provide documentation to support the declarations made in their Compliance Certificate and where required, any additional information regarding other ongoing policy requirements. The requirement to provide the documentation is in accordance with 39A of the Regulations.

If your school is selected to participate in the 2025 Compliance Certificate Verification Exercise, the approved authority will receive an email notification from October 2025. The notification will include details of the documentary evidence required and specify the date and method by which 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.

Need more help?

If you require further assistance, contact the department by:

- emailing compliancehelpline@education.gov.au
- submitting a support request through SchoolsHUB.

