



2023 Compliance Certificate Verification Exercise Guide

The Compliance Certificate process

Each year, selected Approved Authorities are required to answer a number of questions to confirm their compliance with the ongoing policy requirements as part of the Compliance Certificate process.

The Compliance Certificate process provides a level of assurance to the Department of Education (the department) that Approved Authorities 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 Regulation 2013](#) (the Regulation).

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. The Compliance Certificate Verification Exercise is undertaken for a sample of Approved Authorities 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 you are selected for the Compliance Certificate Verification Exercise for 2023, you will be notified by the department.

Compliance Certificate Verification Exercise overview

A sample of Approved Authorities 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 Regulation.

If your Approved Authority is selected to participate in the 2023 Compliance Certificate Verification Exercise, you will receive email notification in early October 2023. The notification will include detail of the appropriate documentary evidence required and specify the date the information is to be returned to the department.

In addition, if there are 'no' responses to any of the questions on the Compliance Certificate, the department may request an explanation and further information from the Approved Authority.

Note: The department may also contact **any** Approved Authority as part of the Compliance Certificate Verification Exercise to request information about their compliance with ongoing policy requirements set out in section 77 of the Act, and related sections of the Regulation.

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

Questions

If you have any questions on the 2023 Compliance Certificate Verification Exercise process for the 2022 school year, please contact the department via:

- email at compliancehelpline@education.gov.au
- phone on 1800 677 027 (option 6)
- submitting a 'new support request' to the SchoolsHUB Help and Support help desk.

