

## NESA's amended government schooling system manual

NESA is proud to introduce a new and improved government schooling system Manual for NSW government schools. The amended Manual is effective from **1 January 2024**.

This document explains improvements made to the:

- structure
- wording
- design.

As Government schools are managed by the NSW Department of Education (Department), schools should be aware that many policies, procedures, records or documents may be developed and/or maintained centrally by the Department.

### Structure: The new 3 part structure makes navigating easy

The Manual is presented with:

- **Part A: Overview** – sets out the legal framework that underpins the Manual and the responsibilities of each party involved in government schools.
- **Part B: Requirements** – details the requirements that are similar to those that apply to the non-government schooling sector and associated evidence of compliance.
- **Part C: References** – contains a supplementary list of relevant legislation and a glossary.

### Wording: The simplified language makes it easier to understand the requirements

When reviewing the Manuals, we found some repetition and unnecessary legalistic language that may have been confusing. To address this, we have used plainer language, which reduced text without losing meaning.

Other improvements include:

- simpler, shorter sentences that separate ideas and increase clarity
- more lists to present information clearly and efficiently
- active verbs that make it easier to understand your obligations.

### Design: The clean new look helps you find what you want at a glance

In Part B, the registration requirements are presented in a clear and consistent order. We added colour and icons to help guide you through the material so you can quickly understand the required evidence and see what you need to do. We've also added hyperlinked cross-references so you can move around the document with ease as needed.

NESA relies on the Department's annual reporting to NESA of its compliance assurance processes and the outcomes of those processes.

each section has an alphanumeric label

requirements that schools must meet

identifies what the Department and/or schools must maintain to demonstrate compliance with the requirement

**B3 Staff**

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**B3.1 Teaching staff must be appropriately qualified**

A school's teaching staff must have the necessary experience, qualifications and accreditation to teach in NSW in line with the TA Act.

School teachers are responsible for:

- delivering courses of study that are designed to implement the school curriculum under the Education Act
- assessing the participation, performance and progress of students in those courses
- supporting and leading the development and implementation of course delivery and assessment.

**Evidence of compliance**

The Department and/or schools must maintain:

- records of all teachers and their accreditation details
- evidence that demonstrates the school implements NESA teacher accreditation policies and procedures to support teachers in attaining and maintaining teacher accreditation.

The Department and/or schools must have a plan for providing alternative accredited teaching staff when its usual teaching staff are unavailable.

each heading summarises the requirement

*Extract from the NSW Registration Process for the Government Schooling System Manual (September 2023)*

## Resources for schools

**NESA website** The regulation section of the [NESA website](#) includes supplementary information, fact sheets, explanatory videos, guides and templates to help schools understand the requirements.

## We welcome your feedback

We aim to continuously improve and will provide ongoing support for schools by:

- reducing technical jargon
- providing clear expectations in evidence of compliance
- describing roles and definitions
- reviewing how schools locate and use information
- providing support materials to help schools implement their own assurance processes
- consistently reviewing our risk-based regulatory practices.

If you have any feedback on the Manual or suggestions for support materials, please email: [schoolrego@nesa.nsw.edu.au](mailto:schoolrego@nesa.nsw.edu.au).