What’s news
Non-State Schools Accreditation Board

This news update is sent to the chairperson and office email address of each governing body within the meaning of that term under the Education (Accreditation of Non-State Schools) Act 2001.

Please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3237 9947 or email enquiries@nssab.qld.edu.au, if your email is changing or you do not wish to receive these news updates.

NSSAB Online Services


NSSAB Online Services provides governing body and school staff with information about their governing body and school(s). It also allows for the submission of forms and other electronic documents to the Board.

By now each governing body has received access to the NSSAB Online Services. Account details were sent to the office email address recorded on the register of non-State schools unless otherwise specified.

Access can now be given to as many persons as required. This could include, but is not limited to, anyone who is involved in the administration of the governing body or the completion and submission of forms and other documents to the Board.

If more persons require access, an Access request form may be submitted to the Board.

Each school will also receive access to the NSSAB Online Services by the end of January via a user account assigned to the school principal. Further school staff can be added if required.

A governing body user has access to all schools under the governance of the governing body, while a non-State school user only has access to that school.

If your governing body has not received a username and password or you require further information about the NSSAB Online Services, please contact the Secretariat on the details above.

For any changes to the information, forms are available for download from the Board’s website and may be submitted through the NSSAB Online Services.

Submission of forms

Now that the NSSAB Online Services are live, please use the Forms and reports section of the site to submit all forms and other electronic documents (for example application forms, cyclic review plans and reports, update notifications, school survey data) to the Board.

All blank forms are available for download from the Board’s website or will be sent out during specific times of the year to the governing body for completion.

Only completed forms should be uploaded and submitted using the site.

Governing body update 2013

The Governing body update 2013 is currently being conducted. If you have not already completed the update online, please log in to the NSSAB Online Services and follow the instructions provided. Detailed instructions are also available on the Board’s website. The update was due on or before 29 November 2013.
Year 7 to secondary education

_Schools accredited or provisionally accredited to offer primary education (inclusive of year 7):_

The _Application for Accreditation for Secondary Education, Year 7 only_ form should be used, if the governing body of an existing school that is accredited or provisionally accredited to offer primary education for year 7 and not accredited or provisionally accredited to offer secondary, intends for the school to start offering secondary education for year 7 on or after 1 January 2015 and before 1 March 2016.

_Schools accredited or provisionally accredited to offer secondary education or primary and secondary education (inclusive of year 8)_

If the governing body of a school (accredited or provisionally accredited to offer secondary education for year 8) intends for the school to start offering secondary education for year 7 on or after 1 January 2015 and before 1 March 2016 — the governing body must give the Board a Year 7 Change Notice.

The Board sent out pre-populated Year 7 Change Notices to all eligible governing bodies on 23 September 2013. If a Year 7 Change Notice for a school is misplaced or unusable, another copy may be obtained by contacting the Board’s Secretariat. Even though lodgement of the Year 7 Change Notice is not due until 31 October 2014, the Board would encourage lodgement as soon as possible.

Annual Report 2012-2013

The Board’s _Annual Report 2012-2013_ is available for download from the Board’s website.

Census 2014

Under Section 166 of the _Education (Accreditation of Non-State Schools) Act 2001_, the governing body of an accredited school, or an operating provisionally accredited school, must give the Board school survey data for the school relating to enrolments on the last Friday of February each year.

For 2014, the data collection date will be Friday, 28 February 2014.

All responses are due back by Friday, 7 March 2014.

A letter will be sent to all non-State schools and governing bodies at the beginning of February to provide further information about this year’s Census processes.

The data collection form and online help pages will be made available shortly before the data collection date.

This year, the completed data collection form will need to be submitted via the NSSAB Online Services. Please ensure that the necessary staff (governing body and school based) have been given access to the NSSAB Online Services if they are involved in the Census submission process.

For more information, refer to the Board’s website.