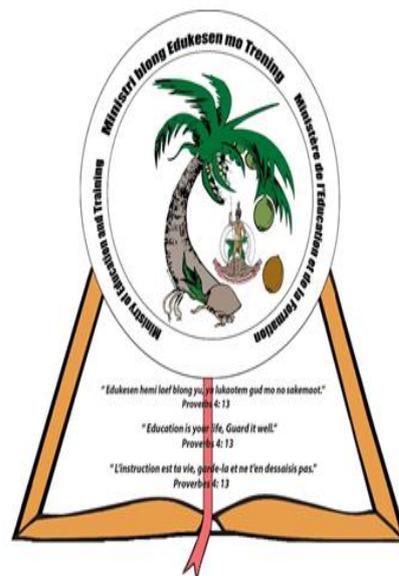




**GOVERNMENT
OF
THE
REPUBLIC
OF
VANUATU**



MINISTRY OF EDUCATION AND TRAINING

EDUCATION AUTHORITY AND SCHOOL

REGISTRATION POLICY

SEPTEMBER 2017

POLICY & PLANNING DIRECTORATE

Policy Review Schedule and Distribution List

The following table provides a list of people who have been provided with policy updates for review.

Table 1: List of policy review updates

Review Date(s)	Distribution List	Comments
20.04.2016	All PEOs and Education Authority	PEOs & EA Conference
18.09.2016	Members of the registration committee	Registration Committee
21.11.2016	Working team	Policy & Planning/TA
17.05.2017	Working team	Policy & Planning/TA
01.06.2017	Working team	Policy & Planning/TA
09.06.2017	Working team	Policy & Planning
22.06.2017	Cabinet, DGs office, all Directors, TSC chair, CEO VQA	Senior management
04.07.2017	Working team	Policy & Planning
05.07.2017	Working team	Policy & Planning
01.09.2017	Cabinet, DGs office, all Directors, TSC chair, CEO VQA	Senior Management team
11.09.2017	Working team	Policy & Planning
15.09.2017 Final	Working team	Policy & Planning
December 2018		Unless Regulation changes make an earlier review necessary Responsibility: Director, Policy and Planning

Policy Version

The following table provides a history of policy updates.

Table 2: List of Policy Versions and updates

Version Number	Date	Updates Made
V0.1	20.04.2016	Minor Change
V0.2	18.09.2016	Minor Change
V0.3	21.11.2016	Major Change
V0.4	17.05.2017	Minor Change
V0.4.1	01.06.2017	Minor Change
V0.4.2	09.06.2017	Minor Change
V0.4.3	22.06.2017	Major Change
V0.5	04.07.2017	Minor Change
V0.5.1	05.07.2017	Minor Change
V0.5.2	01.09.2017	Major Change
V0.5.3	11.09.2017	Minor Change
V0.5.4 Final	15.09.2017	Minor Change

Contents

1.	FORWARD BY THE MINISTER FOR EDUCATION	4
2.	INTRODUCTION BY THE DIRECTOR GENERAL FOR EDUCATION	5
3.	ABBREVIATIONS	6
4.	DEFINITIONS.....	6
5.	BACKGROUND	7
6.	RESPONSIBILITY FOR THE ADMINISTRATION OF THE SCHOOL REGISTRATION POLICY.....	8
7.	SCOPE	8
8.	VISION	8
9.	GOALS.....	8
10.	OBJECTIVES	9
11.	SCHOOL REGISTRATION COMMITTEE	9
11.1	Role/Responsibilities of the Committee	9
11.2	Membership of the School Registration Committee	9
11.2.1	The Committee	9
11.2.2	Management of the Committee	10
11.2.3	Management of the Register of Schools.....	10
12.	REGISTRATION OF AN EDUCATION AUTHORITY	11
12.1	Funding of the Education Authorities	12
13	REGISTRATION OF A NEW SCHOOL.....	13
13.1	Standards required for a new school.....	13
13.2	Process for Registering a New School.....	13
13.3	Role of the Provincial Education Board	13
13.4	Application to establish a school	14
13.5	Establishing the School	14
13.6	Registration/ Certification.....	15
13.7	Application to Change Name of Registered School	15
13.8	Fees	16
13.9	Certificate of Registration	16
14	EXISTING SCHOOLS	16
14.1	Existing Schools (including all EA Schools and Private Schools)	16
15	CANCELLATION OF REGISTRATION	17
15.1	Cancellation of an Education Authority.....	17
15.2	Process for Deregistration (Cancellation)	17

15.3	Cancellation of a School Registration	17
16	TAKE OVER OF A SCHOOL FROM ONE AUTHORITY TO ANOTHER	18
16.1	Application for Take Over	18
16.2	Transfer of management	18
17	COMPLIANCE, MONITORING AND EVALUATION	18
18	REGISTRATION OF EARLY CHILDOOD CENTRES	19
	(Pre-Schools which include Care facilities and Stand Alone Care Facilities).....	19
18.1	Registration of Care Facilities.....	19
18.2	Standards for Registration as a Care Facility	19
18.3	Compliance	19
19	APPEAL PROCESS.....	20
20	CHANNEL OF COMMUNICATION FROM SCHOOL TO MINISTRY.....	20
21	REFERENCE DOCUMENTS	21
22	APPENDICES	22
23.1	Certificate of Registration	22
	DOCUMENTS	24

Tables

Table 1:	List of policy review updates.....	1
Table 2:	List of Policy Versions and updates.....	1
Table 3:	Abbreviation.....	6
Table 4:	Definitions	6

Figures

Figure 1:	Process for Registering an Education Authority	11
Figure 2:	Process for Registering a School	13
Figure 3:	Process for Establishment and Change of Name	15
Figure 4:	Process for Cancellation of Registration	17
Figure 5:	Process for Compliance, Monitoring and Evaluation.....	18
Figure 6:	Communication Channel.....	20
Figure 7:	Sample Registration Certificate	22

1. FORWARD BY THE MINISTER FOR EDUCATION

Under the Education Act No. 9 of 2014, the Ministry is responsible for establishing and monitoring the standards of education for all children in Vanuatu. Whether the child is in a pre-school, a private school, a government school, urban or remote, as the Minister responsible, it is my ultimate goal to ensure that schools meet common standards established under the Act and according to policies and procedures developed by the Ministry of Education and Training to meet standard goals and obligations. These common standards include the quality of teachers, curriculum, assessment, infrastructure, facilities, health and welfare of the students, leadership and governance.

As a country and government, we owe our children our best endeavours to ensure these standards are met to ensure their safety and wellbeing are catered for; to ensure access to the best possible education and to ensure the country's investment in schools delivers the best possible outcomes.

Therefore, all stakeholders in education are obliged to acknowledge the Ministry's role in setting expected standards, administering and if necessary, enforcing procedural criteria's to achieve them.

We are partners in this quest and expect your understanding and commitment to comply with the Act and this policy.

This policy lays the foundation for a strategy the Ministry needs to undertake to rationalise schools in Vanuatu; the two drivers being achieving value for the limited public resources, and to ensure the existing schools provide the best education outcomes.

This is a complex task which we must undertake and everyone in the community will be engaged in this conversation in the coming years.


Hon. Jean Pierre Nirua
Minister for Education and Training
Vanuatu



2. INTRODUCTION BY THE DIRECTOR GENERAL FOR EDUCATION

Education is the most important development activity of a country to ensure it maximizes its human potential. This begins with providing the best schools at the point of need as the foundation of a developing education system for our nation.

The Government of Vanuatu through the Ministry of Education and Training is responsible for providing access to a coherent, progressive and relevant education. If this goal is achieved, Vanuatu will look forward to citizens achieving their potential, and becoming valuable citizens in their communities and the nation at large.

Through the Ministry of Education and Training, the government must develop policies, procedures and processes which ensure that the required standards for establishing schools are met, and that the siting and establishment of schools delivers the best options for communities in the most effective and cost efficient way. Resources are finite and we need to ensure they are used wisely, and to best effect.

The Ministry of Education and Training is mandated to be responsible for all Education matters throughout the country and is the main administrator of all registration matters of all schools.

This Policy provides guidelines for Communities, Education Authorities including the government to follow, ensuring equity through transparency of application and decision making. It will also ensure there is information available for forward planning and therefore provision of sound advice on school placement into the future. The aim is to be proactive rather than reactive to community and national needs. Communities and Education Authorities are encouraged to strive for their local needs with awareness of the larger provincial and country perspective.

We need to work together to ensure we are able to deliver the best schools in the most needed locations.



Jessie Dick
Director General of Education



3. ABBREVIATIONS

The following are a list of abbreviations used throughout this document:

Table 3: Abbreviation

AFD	Administration and Finance Directorate
CP	Corporate Plan
DG	Director General
EA	Education Authorities
EMW	Education Management Website
M&E	Monitoring and Evaluation
MoET	Ministry of Education and Training
MOU	Memorandum of Understanding
MTEF	Mid Term Expenditure Framework
NSDP	National Sustainable Development Plan (2016-2030)/Vanuatu 2030 – The Peoples Plan
NEAC	National Education Advisory Council
OV	Open VEMIS
PEB	Provincial Education Authorities
PFM	Public Financial Management
PPD	Policy and Planning Directorate
PPU	Policy and Planning Unit
TA	Technical Adviser
VESS	Vanuatu Education Sector Strategy (2007-2016)

4. DEFINITIONS

The following are a list of definitions used throughout this document:

Table 4: Definitions

Education Authority (EA)	An organisation which establishes and manages schools. This includes the government (Provincial Education Boards), Churches and Privately funded entities.
Government funded schools	Schools which because of their EA agreement with the government, have teachers paid by the government and receive school grants (based on MoET Policy).
Private Schools	Schools (including pre-schools) which are independently operated and funded.
Care Facility	Where a commercial self-funded facility offers a care service to children 0-3 years old.

5. BACKGROUND

Primary and Secondary Education in Vanuatu was pioneered by missionaries. The principle aim for schooling at that time was to teach people to read and write so that they could read the Bible and make sound decisions based on that, rather than traditional ways of life. With the expansion of trade and land acquisition by colonists, missionaries began to introduce a more secular education by establishing village and district schools.

From the 1960's the British and French administrators of the New Hebrides were motivated to invest in schools for political gain rather than enabling Ni Vanuatu to develop personally and nationally. This resulted in a dual non-systematic education system under the colonial administration.

On independence in 1980, Vanuatu was left with a legacy of a dual education system, with different management, operations, curricula and assessment practices. During the condominium period, management of the two education systems were more focused on their competition instead of providing children with education that would promote national development. The resultant complexities have been addressed by successive government policies over the years, but the legacy requires a basis for quality assessment of existing schools, and standards to determine viability of new schools.

This policy aims to provide guidance in processes for school registration, standards and benchmarks for existing schools and the use of information/data for forward planning across all provinces. It will also provide the basis for school rationalisation.

Vanuatu manages a multi-language language education system, which adds to the complexity of the challenge. Quality policy and planning, the commitment of all stakeholders (Government, Ministry officers, Provincial Boards and staff, principals, teachers, parents and students), the capacity of the organisation, systems and service delivers all impact the quality of education. This policy aims to maximise the efficiency of the system, effort and available resources in sectors of education.

This Policy aims to align with the values as set out in the Ministry of Education and Training Corporate plan of 2013 to 2017. These are:

- Students and schools first
- Transparency, fairness, equity and respect
- Professionalism and accountability, focused on results
- Grounded in the best Ni-Vanuatu culture and open to knowledge of the world
- A team/family approach

6. RESPONSIBILITY FOR THE ADMINISTRATION OF THE SCHOOL REGISTRATION POLICY

Under the Education Act (2014) the Minister and Director General of Education have the responsibility for school registration for all schools and care facilities within Vanuatu. This policy and its implementation is the responsibility of the Policy and Planning Directorate within the Ministry of Education and Training. The stakeholders include Treasury, Public Service Commission, Provincial Education Offices and their Boards, Education Authorities, all schools and local communities. It responds to the Ministry's obligations under the Education Act of 2014 and the Regulations of 2001.

7. SCOPE

This policy applies only to the formal stream of education particularly the care facilities, pre-schools, primary and secondary schools: government funded, government assisted and private schools. In addition, it addresses the requirements for registration as an Education Authority.

8. VISION

The Government of Vanuatu is responsible for setting standards for the establishment and viability of schools across the country. In setting standards for education authorities and school registration, and providing processes and procedures for implementing and monitoring them, MoET must ensure access for all students, within the constraints of available resources while aspiring to ensure the best possible learning outcomes for students.

9. GOALS

The goals reflect the principles of forward planning, quality education, value for money and compliance.

- All schools and education authorities operating in Vanuatu are registered.
- Schools operate within the bounds of what they have been approved as 'registered to offer'.
- By being registered, the government and people of Vanuatu can be assured that an education authority and school meets approved standards.
- Registered education authorities and schools meet management and operational standards set by the Ministry of Education and Training.
- There is a plan for the best location of schools to ensure access to quality education for all.
- The plan for existing and future schools considers the finite resources of the government.

10. OBJECTIVES

The objectives reflect the outcomes required under legislation and are the point at which the Education Authorities and the Ministry come together to ensure quality and compliance in establishing and maintaining our schools.

- Ensure all Education Authorities are registered
- Provide clear direction on the standards required for registration including levels at which they are registered to offer education.
- Provide clear processes and procedures for registering new school
- Provide information on the process of cancelling a school's registration
- Provide direction on the process of transferring a school from one education authority to another
- Provide direction on the process for changing the name of a registered school.
- Provide up to date information on registration fees and the process to pay them.
- Ensure all registered schools understand support services in MoET that they can access to support their service delivery
- Provide demographic analysis to relevant officers within the Ministry regarding rationalisation of existing school and need for new schools.
- To assist education authorities, provinces and schools in applying this policy to develop quality schools.

11. SCHOOL REGISTRATION COMMITTEE

11.1 Role/Responsibilities of the Committee

The roles and responsibilities of the committee are as follows:

- Apply the school registration policy.
- Recommend applications for school registration and the establishment of an Education Authority.
- Approve transfer of registration from one authority to another.
- Determine on applications (even initiate) the cancellation of school registration.
- Revise standards for school and Education Authority registration.

11.2 Membership of the School Registration Committee

The membership and management details of the School Registration Committee are:

11.2.1 The Committee

The Committee is comprised of nine (9) members:

- Chairperson – Director PPD
- Vice Chairman –PEO/ PPD
- Facilities - PEO
- Curriculum - PEO

- Examinations - PEO
- Education Services - PEO
- Administration and Finance - PEO
- Quality Assurance - PEO
- First Political Adviser to the Minister

*** ECCE representative to be invited when early childhood and/or care facilities are under discussion.**

**** Members can delegate their attendance to other members of their work unit to ensure a quorum**

***** All resolution from the registration committee in matters related to registration must be presented to the Senior Management before the final endorsement by the Director General or the Minister.**

11.2.2 Management of the Committee

An officer from PPD is to be appointed as executive officer to the committee. Their role is to:

- Convene the meeting(s) – date and venue
- Prepare and circulate papers
- Brief the Chair re issues arising before the meeting including the assessment of:
 - application for the establishment of a school
 - case for deregistration
 - application for change of Education Authority
 - application for change of name to a school
 - application to change school structure
- Take minutes.
- Prepare recommendation(s) for Director General to submit to the Minister for signing.
- Circulate minutes and communicate to various people re outcomes.

A quorum is 5 and must include either the Chair or Vice Chair. The executive officer can deputise for any one of the other members.

The Minister must be informed of any newly registered or de-registered school. The Executive Officer shall inform all relevant Units within the Ministry (Facilities, Curriculum, Examinations, Human Resource Development, Education Services and the Province). It should be entered in Open VEMIS as ‘being established’.

11.2.3 Management of the Register of Schools

The School Registration Committee oversees the school register which is kept by a designated officer in PPU. The Committee must provide the Director General with a report and copy of the register in February of each year.

While the register is a public document, any person or authority applying to access the register, must apply in writing, with payment to the Director, PPU. Costs are 10,000 vatu for a copy of the whole register or 5,000 vatu for any part of the register (as per Education Regulation, Order No 44, 2005)

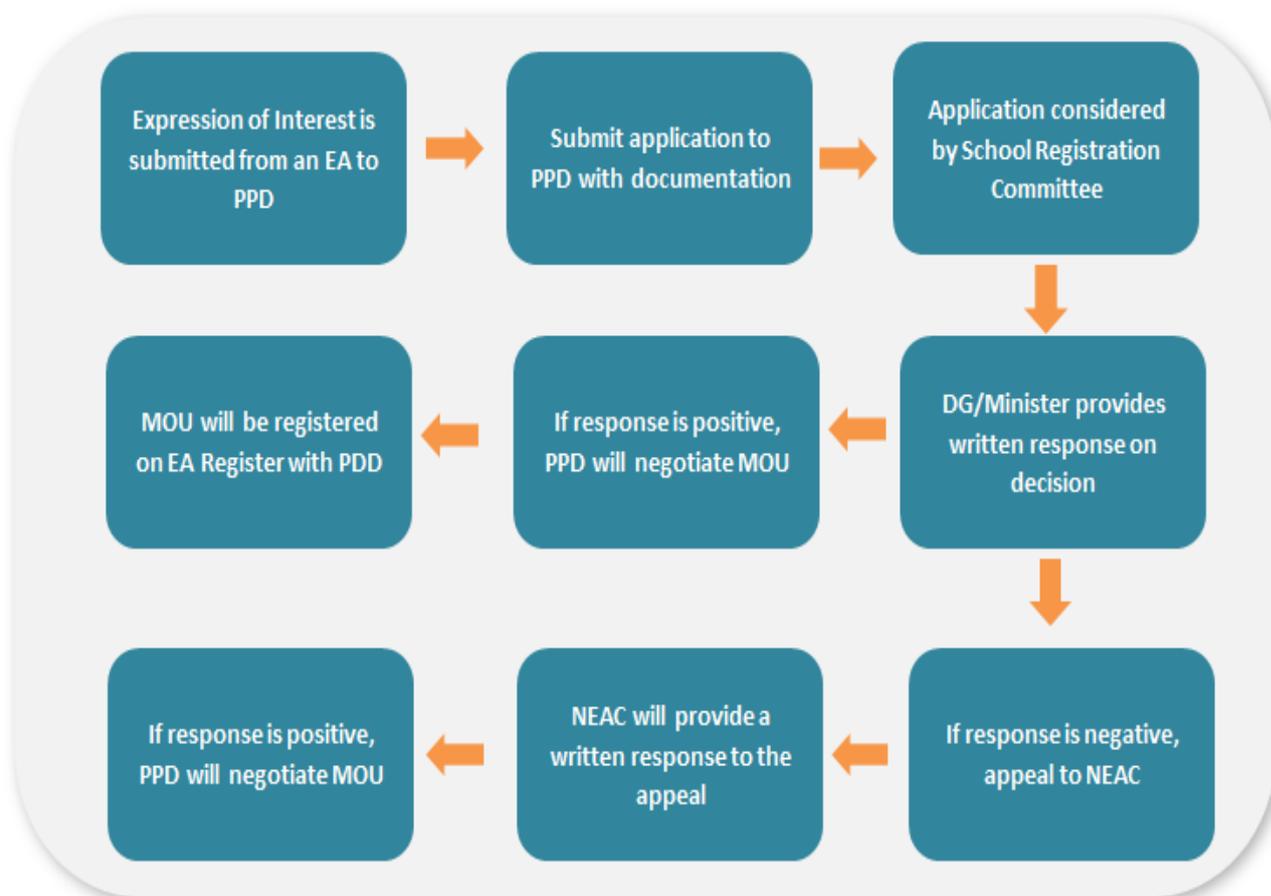
12. REGISTRATION OF AN EDUCATION AUTHORITY

Any organisation wishing to establish a school must register as an Education Authority. Once registered, it can apply to register more than one school under its authority. A Register of Authorities is maintained by the PPD. Education Authorities must adhere to all aspects of the Education Act No. 9 (2014) and relevant policies and procedures of the Ministry.

Memorandum of Understanding (MOU): A MOU will be signed by both a representative of the Education Authority and the Ministry of Education (Director General). The signing of this MOU signifies registration of the Authority. The MOU will specify the standards/criteria that the school requires to operate. This is a new process put in place to guide and inform all authorities beforehand of the requirements of registering and operating a school.

All Education Authorities (except Provincial Boards) must have a current MOU.

Figure 1: Process for Registering an Education Authority



12.1 Funding of the Education Authorities

Existing Education Authorities (Government Assisted): All current agreements are valid on implementation of this policy but the Ministry will be reviewing the Memorandums of Understanding between the Ministry and Authorities with a view to improving agreement, the relationship and delivery of education. This is reflected in the development of a standardised MOU format and content in 2017.

A new process of determining an authority to be assisted will be developed along with the process of authority taking over a school from another authority.

New Authorities that wish to enter into an agreement with the government for assistance will be managed through the above process.

The PPD will administer the establishment of MOU's to support the DG and the Minister. All documentation regarding registration of an EA and the MOU will be stored by PPD.

Fees are set by regulation and available on request from PDD.

If an Authority wishes to cease operating, i.e. cancel their registration, they must inform the Director, PPU, in writing stating the reasons, including implications for school registered under their authority.

13 REGISTRATION OF A NEW SCHOOL

13.1 Standards required for a new school

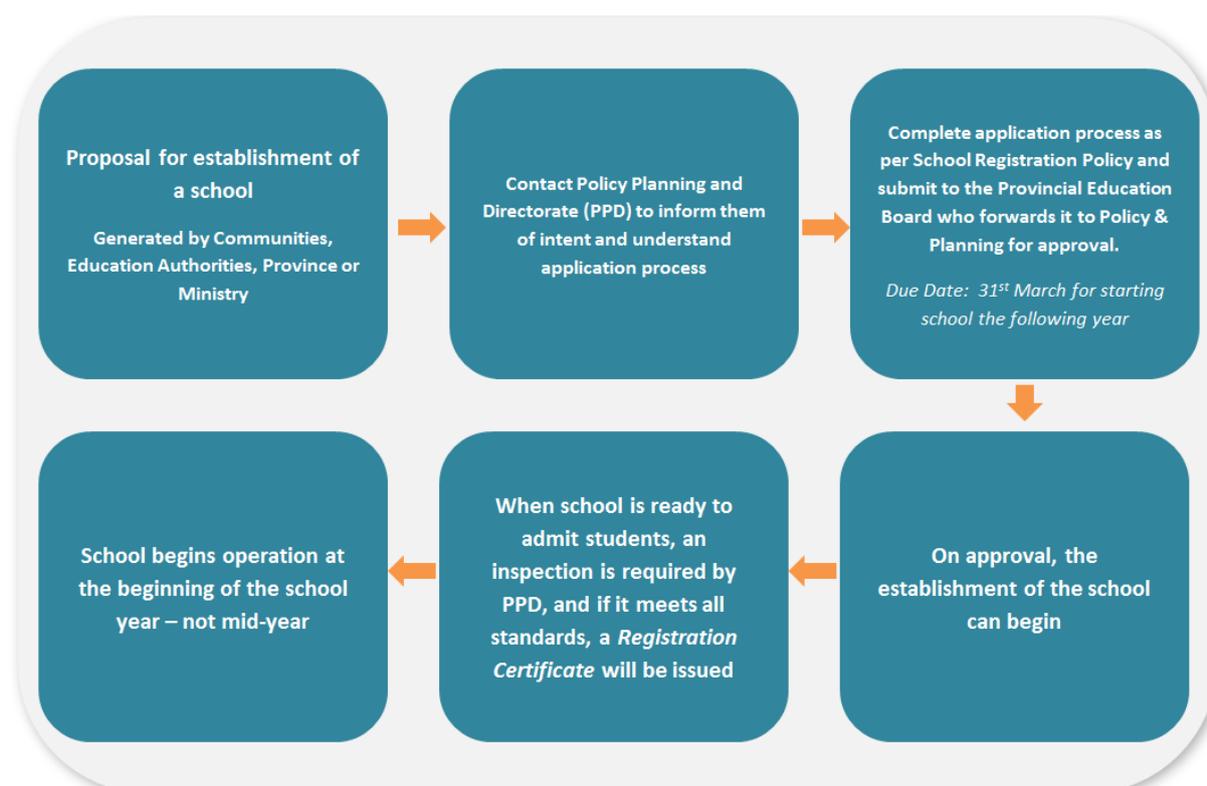
The standards which are expected to be met are set out in Part 3 (Section 15) of the Education Act and Minimum School Standards. These are the standards devised for Primary Schools and are applied in this context to Secondary Schools. In addition to the Act and these standards, those applying for registration, must meet specific infrastructure, curriculum, examination, timetabling, school structure and governance requirements set out in relevant current policy documents. All schools must actively acknowledge and promote Vanuatu culture and Christian principles in their teaching and the school organisation.

13.2 Process for Registering a New School

Registering a school is a three step process:

1. Application to establish a school
2. Establishing the school
3. Certification on compliance (Registration)

Figure 2: Process for Registering a School



13.3 Role of the Provincial Education Board

The Board is responsible for:

- Advising EA's on the process to register a school and the standards required
- Receive applications and assess the viability of a proposed new school

- Make recommendations to the School Registration Committee once they are satisfied all requirements have been met.
- Monitor the establishment of the school once approval has been granted

13.4 Application to establish a school

Before establishing a school either completely new school or relocation of an existing, a proposal (including application fee – government schools exempt) must be submitted and approved by the Director General of Education and Training through the relevant Province who will forward the application to the PPD for submission to the Registration Committee. No physical work on the school should be undertaken before receiving written approval to establish a school.

If the application is made by an Authority not already registered, it can submit an application for Registration of the Authority at the same time it submits the application to establish a school.

If the Application is made by the Provincial Education Board (PEB) on behalf of the Province as an EA, the application must be made on the standard form (Application to Register a School), justifying the establishment of the school, understanding their responsibilities and obligations under the Education Act 2014.

The Director General of Education, on receiving the recommendation from the Registration Committee, must consult with the Minister before informing the EA and Schools of the decision.

Once approval to establish a school is received in writing, signed by the Director General, the Authority can begin to establish the school.

13.5 Establishing the School

It is expected that the Authority liaise with the local governing bodies, the provincial governing body and relevant national education directorates to ensure it meets the required standards. These areas include:

- Safe Site location from Disaster Zones
- Land ownership (secured land lease agreement)
- Physical structures
- Human Resources
- Teaching Resources including curriculum material
- Management structure and systems
- Policies
- Boarding facilities and support

The school must be established according to the approved application and any other parameters or constraints indicated.

Only applications from a registered EA will be considered.

13.6 Registration/ Certification

Upon completion, the school will be issued with provisional registration by the Provincial Education Officer. The provisional registration is valid for 12 months during which time the Education Authority must inform the PPU it is operating and requiring formal assessment for full and unconditional registration.

Assessment of the school for full registration is performed by the Inspector and Provincial Education Officer. They assess compliance against standards and write a report with recommendations for consideration by the School Registration Committee.

It is possible to extend provisional registration if it is deemed there are certain deficits in the school which need to be remedied.

A report on the assessment for unconditional registration is submitted to the Registration Committee (via PPU Executive Officer) and if accepted, full registration will be granted.

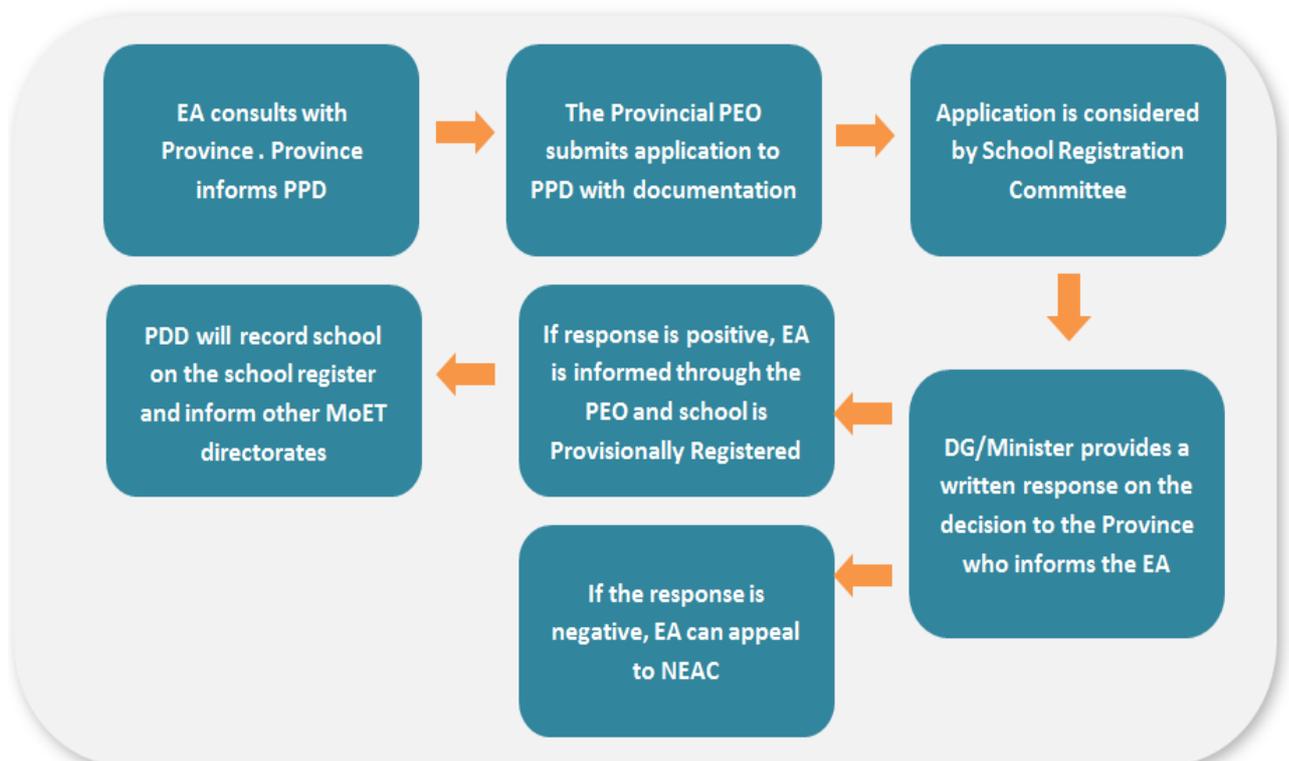
The Education Authority will be notified and a full unconditional certificate of registration issued.

A registered school must display their Certificate of Registration in a public place in the School.

13.7 Application to Change Name of Registered School

The Authority may wish to change the name of its registered school but must consult with PPD and must apply using the approved application form to change name of school.

Figure 3: Process for Establishment and Change of Name



13.8 Fees

There are fees payable for various actions regarding school registration or changes to registration and they are set by regulation. Government schools are exempt from fees.

The payment must be made prior to applying for approval to establish a school (or any other action) and proof of payment attached to the application. Payment can be made at the Provincial Office Government cashier or to the cashier at the Ministry of Finance and Treasury in Port Vila.

Actions incurring fees are:

- Application to takeover an existing school from another Education Authority (guideline is yet to be developed, refer to part 17 of this policy)
- Application to Register New Education Authority
- Application for establishment of a new school:
- Application to relocate a school
- Application to Cancel registration/close a school
- Application to Change to the name of a school

Where a school is closed or relocated due to rationalisation, no cost will be incurred.

13.9 Certificate of Registration

All registered schools shall be granted a Certificate of Registration.

The certificate should be displayed in a public place in the school in English and French. (See an example in Appendices)

If the conditions of establishment, levels registered to offer changes for any reason, a new Certificate of Registration will be warranted.

14 EXISTING SCHOOLS

14.1 Existing Schools (including all EA Schools and Private Schools)

Existing schools (ECCE, Pri & Sec) will be automatically granted provisional registration. There will be a follow up assessment to grant full registration to a school, if the assessment finding shows that the school has met all Standards requirements. This development will be managed through the school Register by PPD. Schools will receive a registration certificate of which they must display publicly.

Primary Schools which are deemed 'feeder schools' and operate years 1-3 or less, will be considered annexes to the Primary School they feed and will be registered under the Primary School. They will not be required to register separately. Feeder school will be an option which will only apply in some exceptional situation based on justifiable facts. The approval of a centre to be operated as a feeder school will always be a feeder with no further year level upgraded.

Pre-schools, Primary and Secondary Schools must also refer to their respective sector policies regarding specific directions and expectations.

The Quality Assurance and Standards Unit within the Ministry set the standards. The School Inspectorate provides a report to the Director of Policy and Planning and the Manager, School

Improvement Unit for each school, recommending full school registration or continued provisional registration, with a plan and timeframe for addressing deficits.

15 CANCELLATION OF REGISTRATION

15.1 Cancellation of an Education Authority

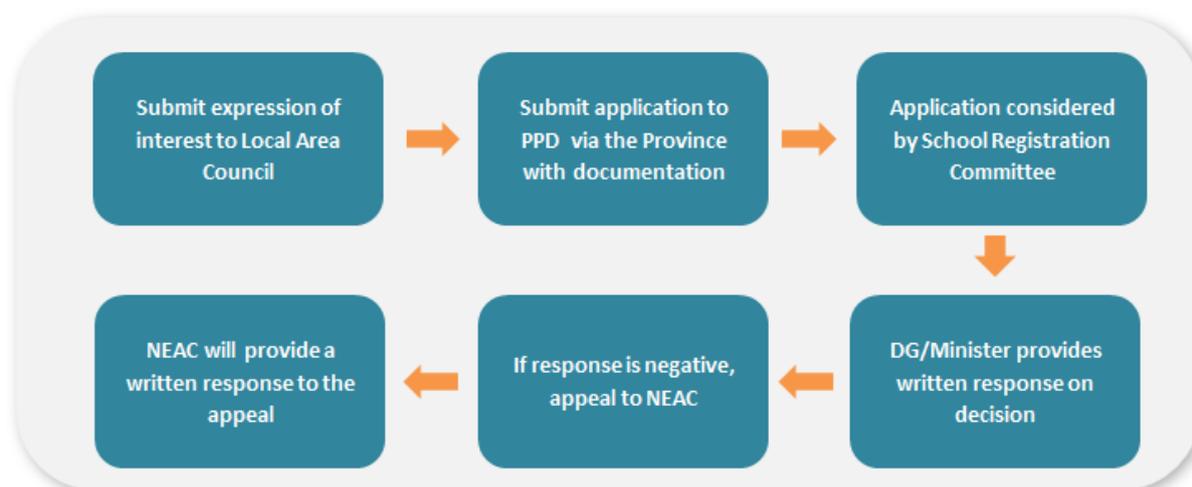
If an Education Authority wishes to cease operating schools it must notify the Director of Policy and Planning Directorate, submitting a plan for either the takeover of schools to another authority, and/or plans for students to be transferred to other schools.

15.2 Process for Deregistration (Cancellation)

The Education Authority must submit an application for deregistration to the province who forwards it to the Registration Committee via the PPD. The outcome of that submission will be communicated to the Education Authority, relevant units within the Ministry and the Province.

A plan to transition students, teaching resources and assets must be submitted with the application for deregistration and the province. When the school ceases to function, the Education Authority must report to the PPU via the province and the school registration will be cancelled. (Including, noting on the Register of Schools – Open VEMIS). The finalising of this process must be reported to the School Registration Committee.

Figure 4: Process for Cancellation of Registration



15.3 Cancellation of a School Registration

The Ministry of Education and training may wish to cancel or deregister a school's registration for the following reasons:

- The school is deemed (as a result of consultation and agreement) not viable from a resource and location perspective (Rationalization/School Planning Program).
- The school has continually breached registration standards and/or conditions
- The school has been combined with another school.

The Ministry of Education and Training through the policy and planning unit will work closely with the Education Services Directorate to ensure all examination classes (year levels) are better equipped to offer the required examination programs.

16 TAKE OVER OF A SCHOOL FROM ONE AUTHORITY TO ANOTHER

16.1 Application for Take Over

In any Takeover situations as prescribe in the Education Act NO. 9 of 2014 Part 5 Section 31 (2) & (3), and Part 6 Section 56 (1), (2) & (3) refers to the total takeover of full owners of the property. A separate guideline will be developed to manage to process which will include in-depth assessment and valuation of properties.

16.2 Transfer of management

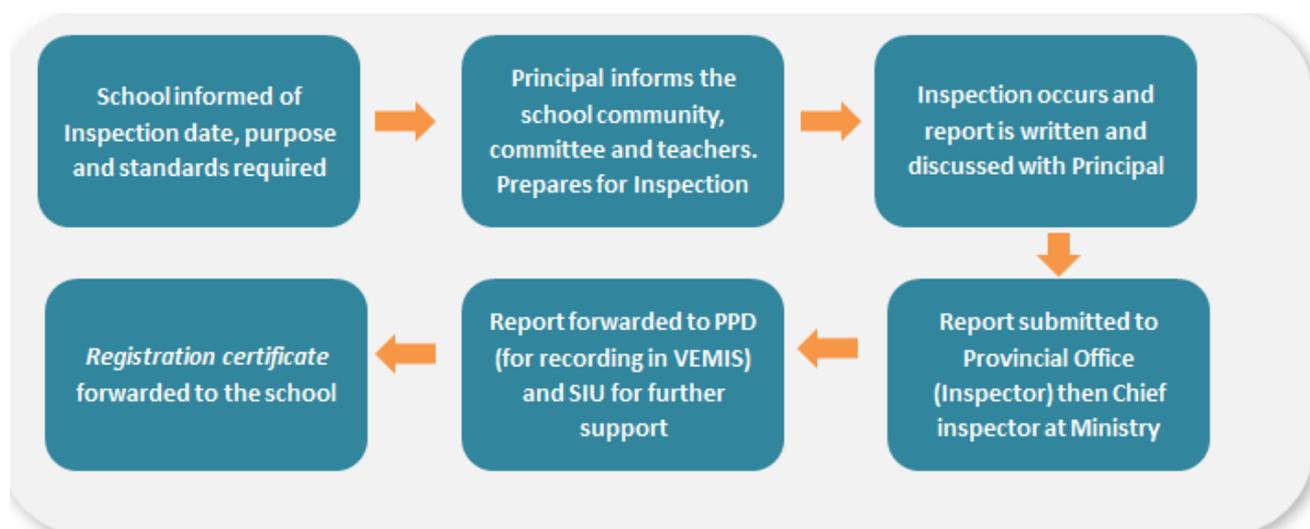
The Education Act no 9 of 2014 (part 2, section 11, 2) also allows for the Minister to enter into an agreement with the education authorities for the transfer of the management of the authorities school only. The agreements have a specific time period. The agreement is subjected to be assessed for informed decision making for possible extension or cancellation of the said agreement.

17 COMPLIANCE, MONITORING AND EVALUATION

All schools (government, and all others) in Vanuatu must comply with registration standards and will be monitored by the Ministry Inspectors on a regular basis.

All schools will be informed when they are being assessed against standards and will have the opportunity to see the report before it is submitted to the School Registration Committee. The PEO will also be aware of assessment and support the Inspection process.

Figure 5: Process for Compliance, Monitoring and Evaluation



18 REGISTRATION OF EARLY CHILDOOD CENTRES (Pre-Schools which include Care facilities and Stand Alone Care Facilities)

All facilities which offer services to children in Vanuatu must be registered including facilities which offer pre-school education (4-5 year olds) and childcare facilities (birth to 4 years).

If a pre-school is co-located with a Primary School, it can be registered as part of that facility and registration process. The MQS for a Pre-school and other standards and assessment form are in the documentation of the ECCE Policy and Procedural guidelines 2017.

18.1 Registration of Care Facilities

This relates for children 0-3 years of age. *Refer to Sections 17-24 of the Education Act 2014.*

- If the facility is part of a Pre-school facility, it can be registered as part of that registration process, but this must be specified in the Pre-School Registration.
- All Care Facilities must be registered with the Ministry of Education and Training through the Policy and Planning Directorate
- Care Centres must apply using the form in the in the Documentation of ECCE Policy and Procedural guidelines 2017.
- All information must be provided as requested to ensure the Minister meets his/her obligation under the Act.

18.2 Standards for Registration as a Care Facility

The following are the standards for the registration of a care facility:

- There must be a designated Manager who accepts responsibility for the daily operation of the facility and who must be on duty at all times (or in their absence, delegate that responsibility)
- The Manager must understand their obligations under the Education Act of 2014 and the Child Protection Policy of the Ministry of Education and Training
- At least one staff member shall have basic first aid responsibilities.
- There must be a daily attendance register of children present.
- The ratio of carers to children should be no more than 1:6
- The facility should be a clean safe structure, with running water and toilet facilities.
- There should always be at least 2 carers over the age of 16 in the facility at any time.
- The manager must be an adult.

18.3 Compliance

Compliance will be assessed by inspectors against the MQS. The process is the same as for Primary Secondary Schools

The facility must allow access for inspection by designated Education Authorities as per the Education Act when requested.

19 APPEAL PROCESS

Education Authorities can appeal a decision of the School Registration Committee. It will be heard by an Appeals Board established by the Minister especially for this purpose. The Board shall consist of the following:

- A representative of the Department of Education and Training (but not on the Registration Committee)
- A representative of the department of local authority
- A representative from a provincial education board
- A representative of the department of Assisted Education Authorities
- A representative of the Vanuatu Law Commission

Appeals should be forwarded to the PPD who informs the Minister through the DG and requests the Appeals Board be convened.

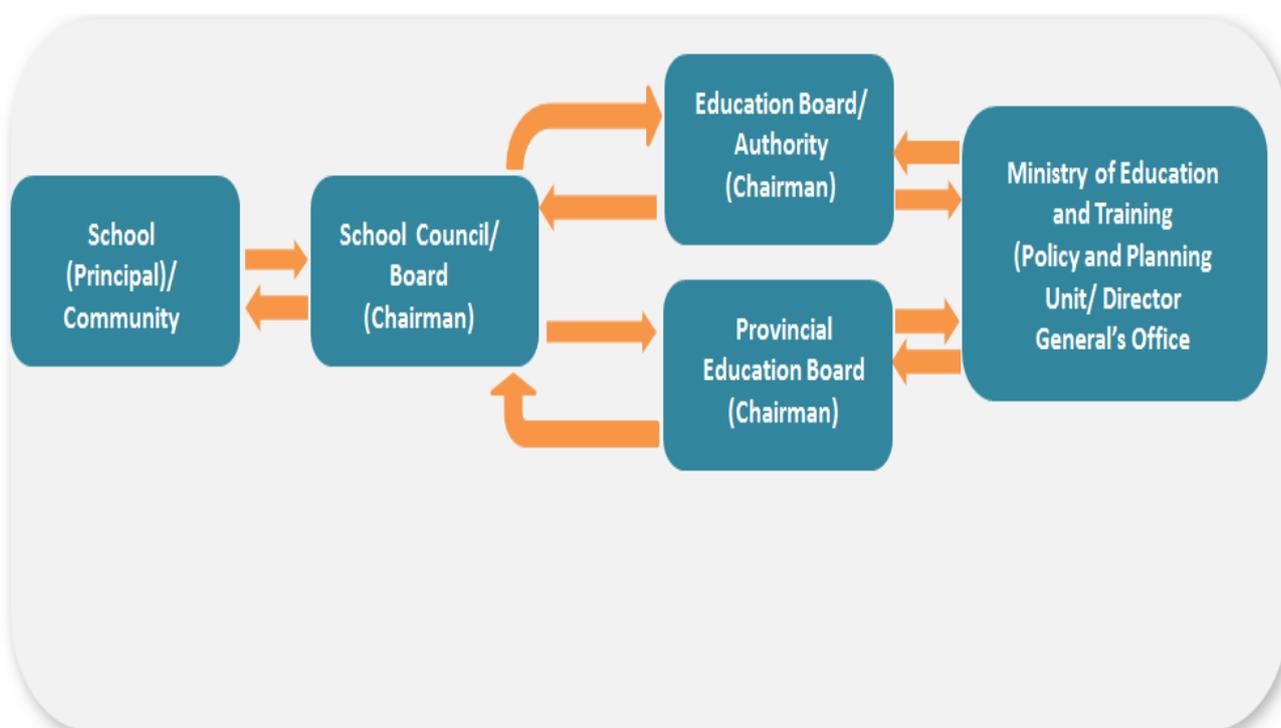
The function of the Board is to hear the appeal, based on information submitted by the Education Authority, the Ministry of Education and Training and any other interested stakeholders (e.g. Communities). The Board can receive written and verbal submissions.

On the basis of this report, the Minister will confirm the outcome to be managed by the PPU.

The PPD will provide executive support to the Appeal Board – as for School Registration Committee.

20 CHANNEL OF COMMUNICATION FROM SCHOOL TO MINISTRY

Figure 6: Communication Channel



21 REFERENCE DOCUMENTS

- Education Act No 9 of 2014
- Education Regulation Order No 44 of 2005
- VANUATU 2030: THE PEOPLE'S PLAN /National Sustainable Development Plan
- Vanuatu Education Sector Strategy/VETSS 2017-2018
- Minimum Quality Standards (School and ECCE)

22 APPENDICES

23.1 Certificate of Registration

Figure 7: Sample Registration Certificate

Government of Vanuatu		Ministry of Education & Training	
			
Certificate of Registration			
This is to certify that		No 1	
Name of Authority: Torba Provincial Education Office		Contact Phone:	
Location: Gaua		Mobile:	
Postal Address: PMB 13, Sola Vanua Lava		Email Address:	
<p>Being an Approved Education Authority, is hereby authorized under the terms of the Education Act N° 9 of 2014 to operate the school identified below</p>			
Name of School: Losolava	Registration No R 010106	Contact Phone: 38561	
Year of Establishment: 1971	VEMIS ID 010106	Mobile:	
Location of School: Namasari	School Type: Primary	Email Address:	
Island:	Authorized Level: Years 1 - 6		
Province:	Language of Instruction: E		
	Period of Authorization From	To	
Authorized by: Jesse Dick Joe, Director General	Date of Issue: 3/12/2013		

DOCUMENTATION



GOVERNMENT
OF
THE
REPUBLIC
OF
VANUATU



MINISTRY OF EDUCATION AND TRAINING

EDUCATION AUTHORITY AND SCHOOL

REGISTRATION POLICY

JULY 2017

Policy and Planning Directorate

DOCUMENTS

1. Application to Establish and Register a new Education Authority
2. Application to establish a new School
3. Application to Register a School
4. Application to Cancel Registration of a School
5. Application to change Name of Registered School
6. Standard Facility and Equipment in School
7. Minimum Quality Standards for Schools
8. School Registration Assessment Form (Primary)
9. School Registration Assessment Form (Secondary)
10. Policy implementation plan and costing's