

National Application Form – Guidelines

to conduct research in schools in more than one jurisdiction (sector, state or territory) in Australia

Schooling systems across Australia welcome research in schools that is high quality, consistent with the provisions of the *National Statement on Ethical Conduct in Human Research* and meets each individual jurisdiction's guidelines for research conducted in or through schools or other educational sites.

Researchers wishing to undertake research in more than one sector, state or territory can choose to complete a single national application form and apply separately to each jurisdiction. Applications may be submitted to all jurisdictions or to selected jurisdictions, depending on the scope of the research.

Each jurisdiction that receives a research application assesses it according to its research appraisal guidelines, which contain broadly similar assessment criteria.

When assessing research applications, all jurisdictions give consideration to:

- **benefit/s** – the potential benefit/s of the research, especially the educational benefit/s;
- **feasibility** – the likelihood that these benefits will be realised as a result of the research;
- **impact** – how much time and effort is required by participating staff, students and co-investigators. In particular, the impact/s on the learning programs of students;
- **ethical requirements** – whether participants (including staff, students and the parents/carers of students) are afforded the appropriate level of respect and protection. Please note: 'active informed consent' is preferred by all jurisdictions. Applications for other forms of consent considered on a case-by-case basis;
- **legislative and/or policy requirements** – for example: privacy and confidentiality, the risk of participants legally incriminating themselves or others and students' protection and wellbeing; and
- **sensitivities** – the appropriateness of conducting the proposed research activities in a school setting. In particular, jurisdictions will consider the appropriateness of the recruitment and consent processes, the data to be collected, the method of data collection and proposed reporting of the research.

The benefits and feasibility of the research are considered in relation to likely impacts as well as the ethical, legislative and/or policy requirements and the sensitivities of conducting the research in a school setting. The overall impact of the research on children and the extent of disruptions or interruptions to their normal learning programs will be a major consideration.

Please note, research projects are more likely to be rejected or modified if they:

- have the potential for a high-level of personal intrusion on participants emotionally, psychologically and/or physically;
- involve the administration of medications and/or drugs;
- potentially lead participants to unreasonably incriminate themselves (such as, research into illicit drug taking, stealing or carrying weapons);
- focus disproportionately or sensationally on negative behaviour;
- have the potential to stimulate stress or risk taking behaviour;
- have the potential to adversely affect the school education setting;
- have the potential to adversely affect educational progress or development of children;

- use passive rather than active consent;
- have the potential to identify individual participants, classes, schools, early childhood settings, sectors or states in the reporting of research; and/or
- are being undertaken for commercial, marketing or journalistic purposes.

Contact details for each jurisdiction that accepts the National Application Form are available in Table 1 on the following page. If a jurisdiction is not listed in this table, please contact the jurisdiction directly for advice. Guidelines for conducting research in schools and instructions for submitting research applications via the websites.

Table 1: Name and contact details of schooling sectors accepting the National Application Form

Jurisdiction	Website	Email	Telephone
ACT Education and Training Directorate	https://www.education.act.gov.au/publications-and-policies/publications-a-z/Research_in_ACT_public_schools	DETResearch@act.gov.au	02 6205 9189
NSW Department of Education	http://serap.det.nsw.edu.au	serap@det.nsw.edu.au	02 9244 5060
NT Department of Education	https://education.nt.gov.au/education/statistics-research-and-strategies/about-education-research	ResearchApps.DET@nt.gov.au	08 8999 3535
QLD Department of Education	https://research.det.qld.gov.au/#/	ResearchServices@qed.qld.gov.au	07 3034 5929
SA Department for Education	https://www.education.sa.gov.au/department/research-and-data/research-and-evaluation-department/conducting-research-and-evaluation	Education.ResearchUnit@sa.gov.au	08 8226 0809
TAS Department of Education	https://www.education.tas.gov.au/community-and-providers/research-gov-schools/	research@education.tas.gov.au	03 6165 5706
VIC Department of Education and Training	http://www.education.vic.gov.au/about/research/Pages/default.aspx	research@edumail.vic.gov.au	03 7022 0306
WA Department of Education	http://www.det.wa.edu.au/accountability/detcms/navigation/system-performance/?page=3	researchandpolicy@education.wa.edu.au	08 9264 5512
Catholic Education Melbourne (CEM)	https://www.cem.edu.au/About-Us/Policies/Researchers-in-Catholic-Schools-and-Access-to-Data.aspx	research@cem.edu.au	03 9267 0228
Brisbane Catholic Education	http://www.bne.catholic.edu.au/schools-curriculum/research/Pages/default.aspx	Research@bne.catholic.edu.au	07 3033 7586 07 3033 7000
Catholic Education Western Australia	http://internet.ceo.wa.edu.au/ProfessionalDevelopmentResearch/ResearchinOurSchools/Pages/default.aspx	nelson.john@ceo.wa.edu.au	08 63805 313
NSW Catholic Education Bathurst	http://arm.catholic.edu.au/	cso@arm.catholic.edu.au	02 6772 7388
NSW Catholic Education Broken Bay	https://www.csodbb.catholic.edu.au/	cso@dbb.catholic.edu.au	02 9847 0000
NSW Catholic Education Canberra-Goulburn	https://cg.catholic.edu.au/	enquiries@cg.catholic.edu.au	02 6234 5455
NSW Catholic Education Maitland-Newcastle	https://www.mn.catholic.edu.au/	brid.corrigan@mn.catholic.edu.au	02 4979 1201
NSW Catholic Education Parramatta	http://www.parra.catholic.edu.au/research-applications	research@parra.catholic.edu.au	02 9840 5600
Northern Territory Catholic Education	http://www.ceont.catholic.edu.au/contact-us	admin.ceo@nt.catholic.edu.au	08 8984 1400
South Australia Catholic Education	http://www.cesa.catholic.edu.au/working-with-us/research	michelle.battersby@cesa.catholic.edu.au	08 8301 6638
Tasmania Catholic Education	http://catholic.tas.edu.au/key-documents/policies-1/TCECResearchinSchoolsPolicy.pdf	tom.dorey@catholic.tas.edu.au	03 6210 8888
QLD Toowoomba Catholic Schools Office	http://www.twb.catholic.edu.au/media/2083/dioceseoftoowoombacatholiceducationresearchguidelines-forresearchers-current-at-2015.doc	director@twb.catholic.edu.au	07 4637 1400
Victoria Catholic Education Ballarat	http://www.ceoballarat.catholic.edu.au/	scrowe@ceoballarat.catholic.edu.au	03 5337 7135

For research involving face-to-face interaction with children (or in the case of some jurisdictions, as a condition of entry into a school) researchers are required to obtain a **Working With Children Check**. Some jurisdictions do not recognise Working With Children Checks issued by other States and Territories. In these jurisdictions, researchers are required to make a separate application for a Working With Children Check.

The arrangements for each jurisdiction regarding Working With Children Checks are outlined in Table 2 below.

Table 2: Working with Children requirements by jurisdiction and sector

Jurisdiction	Recognition of Working with Children Checks	Administering institution	Website
ACT	Recognises <i>Working with Vulnerable People (or equivalent)</i>	Access Canberra	https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwwvp%29-registration
NSW	Recognises Working With Children Checks from all other jurisdictions (for up to 30 days work a year)	Office of the Children's Guardian	http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check
NT	Only recognises Working With Children Clearance Notices (Ochre Cards) issued in the Northern Territory	SAFE NT	https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance
QLD	Only recognises Working with Children checks (Blue Cards) issued in Queensland	Blue Card Services	https://www.bluecard.qld.gov.au/
SA	Only recognises DHS Child-Related Employment Screening	Department of Human Services	https://screening.dcsi.sa.gov.au/home
TAS	Only recognises Working with Vulnerable People Card issued in Tasmania.	Consumer, Building and Occupational Services	https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people
VIC	Recognises Working With Children Checks from all other jurisdictions (for maximum of 30 days work in a year)	Working with Children Check Unit Department of Justice	http://www.workingwithchildren.vic.gov.au/
WA	Only recognises Working With Children Checks issued in Western Australia, with some exemptions	Department of Communities	https://workingwithchildren.wa.gov.au/
CE - Maitland Newcastle	Only recognises Working With Children Checks from NSW Government	Office of the Children's Guardian	http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check
CE - Melbourne	Recognises Working With Children Checks from all Australian States and Territories		
CE - Parramatta	Recognises Working With Children Checks from all other jurisdictions (for up to 30 days work a year)		
CE – Toowoomba	Only recognises Working with Children checks (Blue Cards) issued in Queensland	Blue Card Services	https://www.bluecard.qld.gov.au/

Jurisdictions have different requirements for the insurance coverage that researchers require when undertaking research in schools. The insurance requirements for each jurisdiction are outlined in the Table 3 below.

Table 3: Required Insurance Coverage by jurisdiction.

Jurisdiction	Required Insurance Coverage
ACT	Public Liability
NSW	Public Liability Professional Indemnity Workers Compensation
NT	Public Liability Professional Indemnity* Workers Compensation* *Note: these insurances may not be required for all applications
QLD	Public Liability Professional Indemnity Workers Compensation
SA	Public Liability Professional Indemnity Workers Compensation
TAS	Public Liability
VIC	Public Liability Workers Compensation
WA	Public Liability Professional Indemnity Workers Compensation
CE - Maitland Newcastle	Public liability Workers Compensation
CE - Parramatta	Public Liability Professional Indemnity* Workers Compensation* Note: these insurances may not be required for all applications
CE - Toowoomba	Public Liability Professional Indemnity Workers Compensation Employment practices Director's Cover (if a Director of a Qld Company)