

National Application Form – to conduct research in schools in more than one state or territory in Australia

Schooling systems across Australia welcome research in schools that is of high quality and is consistent with the provisions of the ***National Statement on Ethical Conduct in Human Research***.

Each jurisdiction in Australia assesses applications to conduct research in its schools according to broadly similar criteria.

When assessing research applications, jurisdictions give consideration to:

- **benefit** – the potential benefit of the research – especially educational benefit
- **feasibility** – the likelihood that these benefits will be realised
- **cost** – the impact on, or time and effort required by staff and students as participants and co-investigators
- **ethical requirements** – whether the participants are accorded the respect and protection that is due to them.

Likely benefits and feasibility are considered in relation to likely costs and ethical requirements.

Researchers wishing to undertake research in more than one State or Territory complete a single national application form and apply separately to each jurisdiction. Applications will be assessed by each jurisdiction according to their research approval guidelines.

The following table lists research application process websites, email addresses and contact details for each jurisdiction. Guidelines for conducting research in schools and instructions for submitting applications are available from these websites.

Jurisdiction	Website	Email	Telephone
ACT Education and Training Directorate	http://www.det.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 and Communities	https://www.det.nsw.edu.au/serap/	serap@det.nsw.edu.au	02 9244 5060
NT Department of Education	http://www.education.nt.gov.au/about-us/research	ResearchApps.DET@nt.gov.au	08 8999 5829
QLD Department of Education and Training	http://education.qld.gov.au/corporate/research/	Research.stratpol@dete.qld.gov.au	07 3034 5929

SA Department for Education and Child Development (DECD)	http://www.decd.sa.gov.au/research/	DECD.ResearchUnit@sa.gov.au	08 8226 3825
TAS Department of Education	http://www.education.tas.gov.au/Community-and-Providers/initiatives/Pages/Research-in-Government-Schools.aspx	educationalperformanceservices@education.tas.gov.au	03 61655706
VIC Department of Education and Training	http://www.education.vic.gov.au/about/research/Pages/default.aspx	research@edumail.vic.gov.au	03 9637 2707
WA Department of Education	http://www.det.wa.edu.au/accountability/detcms/navigation/system-performance/?page=3#toc3	researchandpolicy@education.wa.edu.au	08 9264 5512
Catholic Education Office Melbourne (CEOM)	http://www.ceomelb.catholic.edu.au/publications-policies/policy/policy-2.8-researchers-in-catholic-schools-and-access-to-data/	apr@ceomelb.catholic.edu.au	03 9267 0228

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 would be required to make a separate application for a Working With Children Check.

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

Jurisdiction	Recognition of Working With Children Checks	Administering institution	Website
ACT	Recognises Working with Vulnerable People (or equivalent) registration from all jurisdictions up to a maximum of 28 days during each calendar year	ACT Office of Regulatory Services	www.ors.act.gov.au
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 recognizes Working With Children Clearance Notices (Ochre Cards) issued in the Northern Territory	SAFE NT	http://www.workingwithchildren.nt.gov.au/
QLD	Only recognises Working with Children checks (Blue Cards) issued in Queensland	Blue Card Services	https://www.bluecard.qld.gov.au/
SA	Only recognises DCSI Child-Related Employment Screening	Department for Communities and Social Inclusion	http://www.dcsi.sa.gov.au/services/screening
TAS	Recognises Good Character Check (Tas) or Working with Children Check from all other jurisdictions up to a maximum of 28 days during each calendar year accompanied by a National Police Check.	Department of Education Department of Justice	http://www.education.tas.gov.au/documentcentre/Documents/Good-Character-Check-Application-Form.pdf www.justice.tas.gov.au/working_with_children
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 for Child Protection and Family Support	http://www.checkwwc.wa.gov.au/checkwwc
CEOM	Recognises Working With Children Checks from all other jurisdictions		

Jurisdictions have different requirements for insurance coverage of researchers undertaking research in schools. The insurance requirements for each jurisdiction are outlined below.

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	Not formally required, unless the research is funded by the Department
SA	Public Liability, Professional Indemnity, Workers Compensation
TAS	Public Liability
VIC	Public Liability, Workers Compensation
Western Australia	Public Liability, Professional Indemnity, Workers Compensation