

2018 Information Statement

Freedom of Information

The *Freedom of Information Act 1991* (the FOI Act) provides members of the public with a legally enforceable right of access to documents held by the South Australian Government, subject only to such restrictions as are reasonably necessary for the proper administration of the Government. It also enables people to apply for the amendment of records concerning their personal affairs if they consider them to be incomplete, incorrect, out-of-date or misleading.

The SACE Board of South Australia became subject to the FOI Act from 1 April 2013. This Freedom of Information (FOI) Information Statement is provided in order to fulfill the requirements of Part 2 of the FOI Act.

Further information on how FOI operates within South Australia, including how to make an application, prescribed fees and processing timeframes, is available on the State Records website at <https://www.archives.sa.gov.au/content/foi-in-sa>.

Structure and functions of the SACE Board

The SACE Board of South Australia is an independent statutory authority that reports to Parliament through the Minister for Education and Child Development. It extends its services to all schools in South Australia that offer Stage 1 and Stage 2 studies for the South Australian Certificate of Education (SACE).

The legislation establishing the SACE Board of South Australia is the *SACE Board of South Australia Act 1983* which sets out the functions and responsibilities of the SACE Board of South Australia.

For a full description of the structure and functions of the SACE Board of South Australia, please refer to the SACE Board's Annual Report <https://www.sace.sa.edu.au/about/publications/annual-reports>

Functions of the SACE Board that affect the public

The SACE Board of SA is responsible for establishing, and determining the requirements for the achievement of, the South Australian Certificate of Education. The SACE Board of SA is also responsible for accrediting subjects and courses for the SACE, commissioning the development and review of these subjects and courses, and assessing student achievement towards the SACE.

The SACE Board of SA has a Service Level Agreement with the Northern Territory Department of Education for the delivery and assessment of SACE Board-developed and accredited subjects to schools in the Northern Territory that deliver the Northern Territory Certificate of Education and Training (NTCET).

The SACE Board of SA also has Memoranda of Agreement with five colleges in Malaysia and two colleges in China that deliver the SACE International. Students who successfully achieve the SACE International are accredited with the SACE and are eligible for an Australian Tertiary Admission Rank (ATAR).

In undertaking these responsibilities, along with other functions as set out in the *SACE Board of South Australia Act 1983*, the SACE Board's activities directly affect students of the SACE and the NTCET, school staff including teachers, principals and counsellors, the families of students undertaking the SACE and the NTCET, and members of the wider educational community including the higher and further education sector, principals and subject associations, education unions, parents associations, and other bodies with an interest in, or involvement with, the SACE.

Public participation in agency policy development

The SACE Board actively invites public participation in its policy development in a number of ways. The *SACE Board of South Australia Act 1983* obliges the SACE Board, in the performance of its functions, to take into account the views of its designated entities which include the three school sectors, bodies within the tertiary and higher education sectors, employers and employee associations, schools, teachers, instructors, trainers, parents and counsellors.

In order to fulfill this legislative responsibility, the SACE Board has established a number of consultative groups and bodies with which it meets regularly to provide a forum for information sharing and to invite feedback on the SACE Board's policies and procedures related to the SACE.

In addition, the SACE Board provides online forums for teachers and educators delivering the SACE in order to foster enhanced educational practice and pedagogy and to provide the most up-to-date information on SACE policies and procedures.

The SACE Board also conducts online, written and focus group consultation which is used to inform the development of SACE policies and procedures.

Members of the public may contact the SACE Board on any matter related to the SACE, at www.sace.sa.edu.au/contact

Documents held by the SACE Board

The SACE Board of SA holds an extensive range of documents including:

- Reports, discussion papers and policy documents
- Board and standing committee minutes and agendas
- Consultation feedback and correspondence
- Operational procedures and protocols
- Guidelines and reference documents
- Educational texts
- Curriculum materials, subject outlines and exemplars
- Correspondence and administrative records
- Internal policies and staff records
- Supply and transport (courier) records
- Facilities management records
- Students' SACE results and records

Documents available for purchase

A list of documents (and services) that may be purchased from the SACE Board and the current charge for these documents is included in the *SACE Board of South Australia Regulations 2008*: www.legislation.sa.gov.au

In addition, past examination papers (for the three preceding years) may be purchased from the SACE Board, and are also available on the SACE Board website <https://www.sace.sa.edu.au/teaching/subjects>

Documents available free of charge

The SACE website provides detailed information on all aspects of the SACE for students, families, employers and business, stakeholders and the wider educational community: www.sace.sa.edu.au

Documents and information available on the SACE website include the following:

- Information for students and families on the SACE
- Information on SACE policies and procedures
- SACE subject outlines
- Support materials for educators, teachers and school staff delivering the SACE
- Annual reports
- Statistics and data reports

Documents available for inspection

Policy documents are available for inspection by contacting the Accredited FOI Officer.

The SACE Board's policy documents can be broadly summarized as follows:-

Internal policies and procedures relating to:

- Corporate services
- Finance
- Human resources management
- Information services
- Communications

SACE policies:

- *SACE Policy Framework*
- *SACE Board and Schools: Assessment Responsibilities*
- policies relating to assessment and moderation
- policies relating to subjects and courses
- policies relating to data and information
- *SACE Providers Policy*
- policies relating to research
- policies relating to governance
- *Copyright and Royalty Policy*

Refer to www.sace.sa.edu.au/about/policies

FOI and confidentiality policy statement

The [FOI and Confidentiality Policy Statement](#) articulates the SACE Board's obligations under the Freedom of Information Act and the Board's commitment to ensuring the privacy and confidentiality of information it manages on behalf of individuals.

This should be read in conjunction with the [SACE Data and Information Policy](#).

Seeking access to documents and amendment of records

Applications to access SACE Board documents or to amend records relating to an applicant's personal affairs which are considered incomplete, incorrect, out-of-date or misleading, must be made under the FOI Act. The application for access must be accompanied by either the prescribed application fee or proof of financial hardship, and be made in writing addressed to the Accredited FOI Officer.

An application can be made online or can be downloaded via the following link:
www.archives.sa.gov.au/content/foi-forms.

Contact Details

Accredited FOI Officer
SACE Board of South Australia
60 Greenhill Road
WAYVILLE SA 5034

Telephone enquiries during office hours may be made on (08) 8115 4999. Email contact is available at sace.info@sa.gov.au.