



Ministry of Education, Science & Technology

**POLICY IN
ESTABLISHMENT AND RECOGNITION/ REGISTRATION OF SCHOOLS**

CONTENTS

TOPIC	PAGE
1.0 POLICY OBJECTIVE	1
2.0 POLICY	1
3.0 BACKGROUND	1
4.0 RELEVANT POLICIES AND LEGISLATION	3
5.0 PROCEDURES	3
6.0 EFFECTIVE DATE	8
7.0 REVIEW DATE	8
8.0 KEY SEARCH WORDS	8
9.0 APPROVAL	8
10.0 APPENDICES	9

1.0 POLICY OBJECTIVE

The purpose of this policy is to provide clear direction to any organisation or party intending to establish a school in Fiji. Providers wishing to establish a new school or program must first apply for approval. It covers institutions wishing to deliver early childhood education right through to those delivering courses in private vocational schools offering programmes that are not covered

The policy acknowledges that while each type will have unique differences pertaining to the type of institution, there are common elements to the establishment, recognition and registration procedures for all educational institutions that must be followed prior to opening.

2.0 POLICY

- 2.1 All parties wanting to establish educational institutions will do so through a formal application process as set out in this policy. The Ministry of Education, Science & Technology (henceforth called 'the Ministry') will oversee this process.
- 2.2 All educational providers (formal and non formal) will develop and implement education and training programs that:
 - meet national standards of accreditation
 - allow learners to achieve optimal holistic educational and training outcomes;
 - address community, resource utilisation, labour market and business needs;
 - promote life-long learning skills and
 - address equity, inclusion and access issues; e.g. gender, people with disabilities etc.
- 2.3 A recognised teaching qualification, approved by the Permanent Secretary Education is required in order to teach in an educational institution. The educational provider will annually administer professional staff development for all their teaching staff in a manner that promotes effectiveness and efficiency in quality education and training.
- 2.4 All educational providers will adhere to the Ministry's risk management procedures, OHS manual for schools and infrastructure including ensuring premises, facilities and equipment will comply with minimum standards and relevant regulations and rules such as those prescribed by the Ministry, i.e. building standards, standard equipment lists, lighting, water and sanitation.
- 2.5 All educational providers must comply with the applicable financial regulations and guidelines from the Ministry or relevant authority.

3.0 BACKGROUND

Schools come under the responsibility of the Ministry. The Ministry is responsible for approving the establishment, organisation and overall ongoing recognition of all Schools in Fiji.

Application for establishment of schools has been a regular occurrence in the Ministry and occasionally there has been a backlog of applications due to challenges in

approving a school. One of the main difficulties is the lack of knowledge and improper procedures and guidelines that are required to be followed. Applications for schools are usually received for Pre-School, Primary, Secondary or Vocational establishments.

The Ministry through its Permanent Secretary grants approval for establishment and recognition or registration of all schools.

It is necessary to provide a clear system of standard procedures for establishment, recognition or registration and monitoring and evaluation of schools to ensure compliance with regulations and consistency in all of its operations. Compliance with standard procedures will help to ensure delivery of quality education and services to all of its customers.

The following procedures and guidelines are updated from the 1989 Education Gazette, Volume LXVI: Number 2; Term 2, 1989 (Establishment of Schools) notice on information and guidance of all persons associated with the establishment and management of new schools, for teachers serving in them as well as for those intending to establish schools.

3.1 Definitions

A school

Is an institution in which not fewer than ten pupils receive regular instruction by way of personal tuition or any institution or place from which regular instruction emanates or is imparted to pupils by means of correspondence. Two exceptions are institutions which impart instruction of wholly or mainly religious character and those which have as their principal purpose the imparting of instructions in hobbies, games or sports.

Accreditation (of providers)

A process for ensuring that education providers have the capacity including management of quality to deliver educational programs

Certification

Documentary evidence that a qualification has been awarded.

Establishment

This occurs when the school has complied with the procedures and requirements for establishment in terms of the curriculum and successfully completed and approved feasibility study report that identifies the relevancy and sustainability of the program in the identified locality.

Formal Education

It is structured training program offered in schools/institutions.

Lifelong learning Skills

All learning skills acquired throughout ones lifetime.

Non-formal Education

It is a comprehensive way to include community education for development purposes, education for character formation and the training of individuals for integration into the market economy.

Optimal holistic

Education and training outcomes that encompass the development of the head, heart and hand. It also refers to the four pillars of education, which are *Learning to Be*, *Learning to live together*, *Learning to Know* and *Learning to Do* and also includes learning of traditional skills and knowledge.

Recognition

Means the ongoing approval to maintain a Kindergarten, private or non-government primary or secondary school or Private Vocational School provided regulations, procedures and guidelines have been met. For example, buildings and facilities in the school are in line with building regulations as well Occupational Health and Safety requirements and the teachers identified to teach the approved courses in the school are qualified under the teaching regulation.

Registration

Registration applies to government and non-government schools only. It means on-going approval to maintain a Primary or Secondary School provided that all regulations, procedures and guidelines have been met.

4.0 RELEVANT POLICIES AND LEGISLATION

Current Relevant Policies

Establishment of Schools (provision 4 of Section 29 of the Registration Regulations) 1989 Education Gazette, Volume LXVI: Number 2; Term 2, 1989 (Establishment of Schools)

Occupational Health and Safety Policy

Current Relevant Legislation or Authority

Education Act 1978

Health and Safety Act 1996

Public Service Act, 1999

Education Commission Report 2000

Social Justice Act 2001

Financial Management Act 2004

Part 2; Section 6 (1) – (14) Public Service Code of Conduct

General Orders

5.0 PROCEDURES

These procedures cover the establishment, organisation and recognition procedures required for the establishment of schools.

5.1 Establishment

5.1.1 Application

- 5.1.1.a All applications for the establishment of schools must be submitted through relevant District Officers using the appropriate forms and must comply with the Establishment of Schools regulations (see Appendix D);
- 5.1.1.b Applications must be accompanied by a *Feasibility Study Report* that supports the relevancy and sustainability of the program (see Appendix G);

- 5.1.1.c Applications must be accompanied by an *Assessment Report* that supports the quality and the relevancy of the curriculum (see Appendix H);
- 5.1.1.d Applications must be accompanied by a *Site Inspection Report* approving the suitability of the proposed location for educational purposes and the building and floor plans for the proposed program (see Appendix I);
- 5.1.1.e Applications must be accompanied by a certified copy of a valid lease title of at least 30 years

5.1.2 Approval

- 5.1.2.a Upon receipt of approval for establishment, the school may begin with setting up of infrastructure and facilities required or provide information of typical venues where it will conduct training;
- 5.1.2.b A school shall open for classes only after it has been registered with the Ministry of Education;
- 5.1.2.c The term “establishment” shall also include among other things the following:
 - The re-opening of a school which has been closed for six months or more;
 - The transfer of ownership or the changes of the controlling authority;
 - The transfer of a school to a new site;
 - Significant change to the curriculum or courses at a school e.g. extending from ECE to primary.

5.1.3 Non Approval

- 5.1.3.a In certain circumstances, approval may be refused for the establishment of a school or the granting of a certificate of registration or recognition if:
 - the number of the potential pupils in the area capable of benefiting from the type of education provided is too small to justify approval to establish such school;
 - the proposed site or premises is unsuitable or inadequate;
 - adequate provision already exists in the area for the type of education which the school intends to provide;
 - the school has failed to comply with any special conditions which may have been imposed when the application for establishment of the school was approved.

5.1.4 Closure of Schools

- 5.1.4.a Closing of schools (Provision 19, Part vii of the Education Act). The Permanent Secretary may order the closure of any school if she/he finds that:
 - the premises do not conform to the requirements relating to health and safety;

- the school is not registered or recognised;
- the curriculum approved by the Permanent Secretary is persistently and materially departed from.

5.2 Recognition

Schools applying for registration or recognition must submit the following:

- 5.2.1 A list of teachers and instructors identified to teach the curriculum or approved courses together with the following information:
- Two [2] passport size photographs;
 - Certified copies of transcripts and valid work permits;
 - The courses that he/she will teach in the school;
- 5.2.2 Approval for tenancy from the owner of the building if the school will be operating from a rented space;
- 5.2.3 Approval for occupancy or certificate of completion from the local Town Authority;
- 5.2.4 Certificate of Registration of Business for Private Establishments;
- 5.2.5 Fiji Trade and Investors Board [FTIB] Certificate if applicable;
- 5.2.6 School to display name and number (Provision 11 of the Registration Regulation). Each school shall display its name and the registered number given to it outside the school in a conspicuous position.

5.2 Monitoring and Evaluation

To ensure standards are maintained, site visits will be conducted in each school for:

- 5.3.1 Establishment - two weeks upon the receipt of application to check suitability of location and building plans for educational purposes;
- 5.3.2 Recognition - a month before the school opens to check that the buildings and facilities are set up according to approved plans;
- 5.3.3 School Inspection - (Provision 18 Part vii of the Education Act). Any time upon the receipt of application an authorised officer/s of the Ministry may visit, with or without notice, and enter and inspect any school for monitoring and evaluation purposes to ensure a quality education service is being delivered.

5.4 Staffing

- 5.4.1 All teaching appointment must be approved by the Permanent Secretary before a teacher takes on a teaching appointment in the school. This is applicable to Kindergartens, Government and Non-Government Primary, Secondary and Private Vocational Schools;

- 5.4.2 The Ministry's approval must be sought with staff changes for the purpose of transfers or issuance of valid teaching licences. This is applicable to Kindergartens, Government & Non-Government Primary & Secondary Schools and Private Vocational Schools.
- 5.4.3 All application for teaching appointments must be submitted not less than a month before the school commences every year;
- 5.4.4 Approval of appointment of teachers and school Principals (Provision 23 Part viii of the Education Act). The appointment of teachers and Principals in any Private school shall lie with the manager of such school except for Kindergartens and Private Vocational Schools of which appointment shall be subject to the prior approval of the Permanent Secretary. Approval will be granted based on academic qualification;
- 5.4.5 Certificate of licence to teach required (Provision 21 Part viii of the Education Act). No person shall teach in any Private school unless he/she holds a certificate authorising him/her to teach, issued by or recognised by the Permanent Secretary, or a licence to teach issued by, or with the authority of, the Permanent Secretary or by an authorised officer;
- 5.4.6 Licence to teach (Provision 4, Section 29, Education Regulation - Certificate and Licencing of Teachers). A licence to teach may be issued to an applicant who:
- makes application to the Permanent Secretary on the appropriate form. This is not applicable to private schools providing Primary and Secondary courses;
 - satisfies the Permanent Secretary that he/she is academically qualified for the work he/she is to undertake. This is not applicable to private schools providing Primary and Secondary courses;
 - satisfies the Permanent Secretary that, if he/she is without previous experience, he/she will be working directly under adequate supervision. This is not applicable to private schools providing Primary and Secondary courses;
- 5.4.7 Validity of licences (Provision 5 Section 29 of the Education Regulation). A licence to teach shall be valid only for the period and for the school specified there in.

5.5 Building

- 5.5.1 Buildings or rooms shall comply in all respect with the building and health regulations;
- 5.5.2 The floor area of a classroom must be sufficient to provide the minimum floor area of 1.1 square metres for each student. The maximum number of places for students in one class shall not exceed 20 unless the Permanent Secretary approves otherwise.;

- 5.5.3 Partitions or dividing walls between classrooms shall extend to ceiling height completely dividing each classroom from the other;
- 5.5.4 A storage area should be provided and should be equivalent to 10% of the total floor area of the classroom. It may or may not be incorporated within the classroom area;
- 5.5.5 Sanitation shall comply with the building and health regulations. Toilet facilities and wash basins are to be provided for the exclusive use of the students of the school.
Separate toilet facilities should be provided where both male and female students are attending the same school. All such facilities shall be within easy access to students and shall be kept clean at all times;
- 5.5.6 Adequate provision shall be made for safe drinking water to be available through standard plumbing systems;
- 5.5.7 To avoid congestion and impeded access to and from the classroom where stairways are used, a waiting area or a covered way shall be available for the use of students before and after classes;
- 5.5.8 All school buildings and classrooms must be kept clean and in hygienic condition at all times. Waste bins should be provided for each classroom;
- 5.5.9 A chalkboard or whiteboard is to be provided in each classroom and shall be of a minimum size of 3m x 1.2m and shall be so placed as to be clearly visible to each student;
- 5.5.10 If two or more subjects are to be taught at the same time, separate classrooms shall be provided for each subject.

5.6 Assets

All assets within the school are the responsibility and accountability of the school management or controlling authority.

5.7 Funding

- 5.7.1 The source and the management of funding for the operations of the school shall lie within the controlling Authority of the school;
- 5.7.2 Any educational assistance sought for payment of fees to the school must be pursued after the school is granted recognition status. In the case of a student that is unable to complete a course for genuine reasons, the balance of the fees paid in advance for the rest of the course must be refunded to the lending agency or the participant;
- 5.7.3 The school must comply with the approved application fee of the Ministry. All monies received will be receipted and forwarded to the consolidated revenue accounts as specified in the Financial Management Act 2004
- 5.7.4 The following funds will be levied to all schools intending to apply for establishment and recognition or registration:

- An application fee of \$500.00 to be paid when the application for establishment is submitted (EA-2 form);
- An application fee of \$500.00 to be paid when the application for recognition/registration is submitted (EA-3 form);
- An inspection fee of \$200.00 to be paid by the school to cover costs of the inspections for monitoring and evaluation. This is applicable only for private establishments.

Application fees are non-refundable

5.7.5 The following start up capital schedule must be followed:

Private Vocational Schools – Local	\$5,000
Private Schools – International	\$20,000
Early Child-Hood Centres- Local	\$5,000
Primary –Local	\$5,000
Secondary	\$10,000

6.0 EFFECTIVE DATE

7.0 REVIEW DATE

8.0 KEY SEARCH WORDS

Establishment of schools, recognition, registration, inspection, register, application, compliance, site, approval, building, staffing, assets, application fee.

9.0. APPROVED BY PERMANENT SECRETARY

SIGNATURE

APPENDICES

Appendix A : Roles and Responsibilities

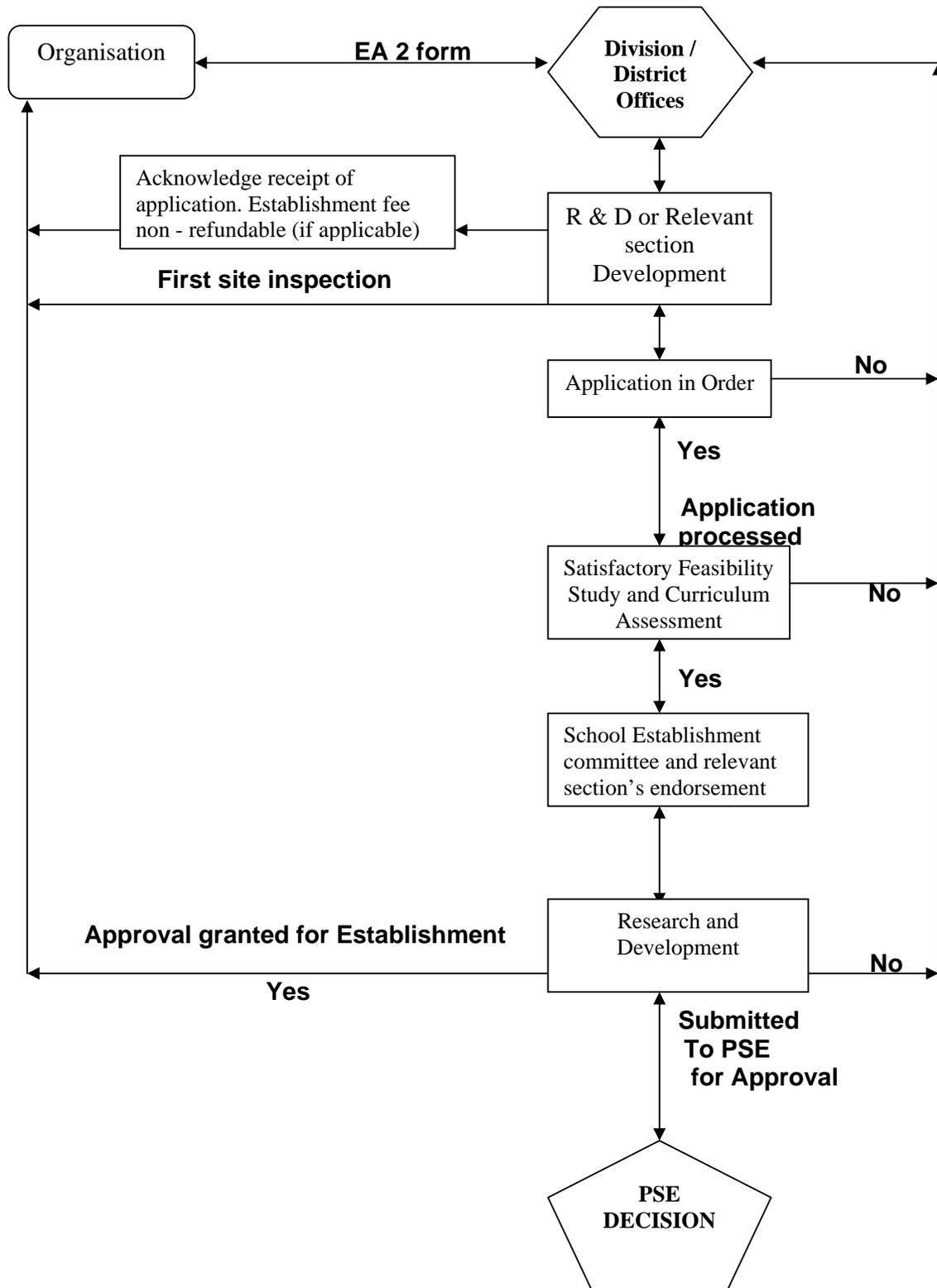
The table below outlines the specific tasks, responsibility and the timeframe for processing applications.

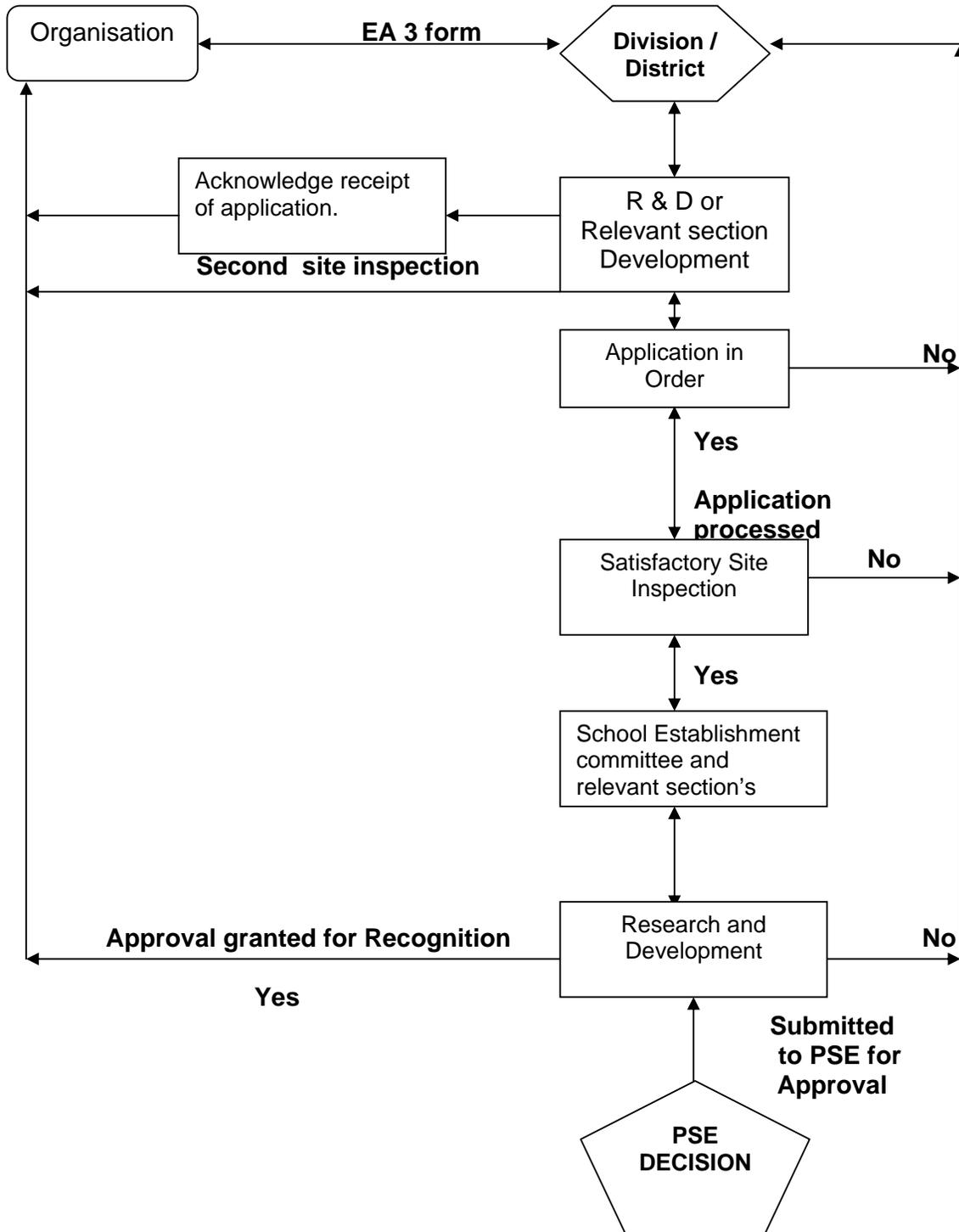
Specific Tasks	When	Responsibilities	Duration of process
1. Receiving / checking requirements for establishment. Acknowledgement of application and requests for other relevant information required.	Any time during the year	Senior Education Officer	Acknowledgement to be done within a week upon receipt of application
2. Vetting of the proposed school programme		Relevant subject area of the Ministry.	Vetting process will take two [2] months upon receipt by the relevant section.
3. Conducting a feasibility study.		Senior Education Officer in consultation with the Research & Development and other relevant sections (eg. TVET, ECE, Primary, Secondary, HRM, Exams)	A feasibility study process will take four [4] months.
3. First site inspection, checking on the suitability of the identified location for educational purposes.		Research and Development Section of the Ministry	The first site inspection report to be ready with the feasibility study report.
4. Preparation of monthly meeting to discuss applications received for establishment		Senior Education officer in consultation with relevant Director	Meeting schedule monthly
5. Submission of endorsement to Permanent Secretary for approval.		Senior Education Officer	
6. Issue of letter of approval for establishment		Senior Education Officer with PS Approval	
7. Receiving of application for recognition, EA2 and checking relevant information required for recognition.	A month before school opens	Senior Education Officer	
8. Second site inspection,		Development Section	The inspection

checking on the buildings and facilities according to approved plans and compliance with MoEST requirements.		of the Ministry	report is submitted to the PS through PEO[R/D] and relevant Director
9. Issue of approval letter for Recognition and Recognition Certificate.		Senior Education Officer	
10. Monitoring and evaluation visits	1 st qtr, 4 th qtr	Development unit/relevant section	Annually

Appendix B:

ESTABLISHMENT





Appendix D : 1997 Education Act and Regulations: Establishment of Schools

A. Requirements Under The Education Acts And Regulations

1.0 Establishment of Schools (under provision 4 of Section 29 of the Registration Regulations). Any person or body wishing to establish a new school shall first apply to the Permanent Secretary on the appropriate form not less than **nine months prior** to the date on which it is proposed to open a school and shall take no further action towards the establishment of such school until the approval of the Permanent Secretary thereto has been given in writing.

Provided that:-

1.1 the Permanent Secretary may in his/her discretion reduce such period of nine months.

1.2 in the event of the Permanent Secretary not being satisfied that reasonable action has been taken to establish the school, any approval granted by him shall lapse after a period of **six months** from the granting of such approval.

2.0 Application for registration or recognition of schools (under provision 5 of Section 29 of the Registration Regulation).

2.1 **Not less than one month** prior to the date on which it is proposed to open a new school, application shall be made by the person or body authorised to establish such school to the Permanent Secretary on the appropriate form for registration and recognition of school.

3.0 Registration of schools, (Provision 6 of the Registration Regulation)

3.1 Save in exceptional circumstances, no school shall be registered unless it conforms with the requirements laid down for registered schools.

3.2 Where the Permanent Secretary is satisfied that a school is serving a useful purpose even though it does not conform with all the requirements laid down for registered schools, he may grant a certificate of recognition.

4.0 Register of Schools (Provision 10 of the Registration Regulations). The Permanent Secretary shall:

4.1 keep a register of all registered and recognised schools.

4.2 issue to the manager of such school a certificate of registration or recognition in the appropriate form and such certificate shall be suitably mounted and displayed in the school.

Appendix E: Application for Establishment of an Educational Institution – EA2

1. PROPOSAL DETAILS

Name of Proposed School / Centre			
Provide an explanation for proposing the name			
Type of Proposed School / Centre - tick only one box			
Kindergarten (ECE) <input type="checkbox"/>	Primary - Private <input type="checkbox"/>	Primary - Non-govt <input type="checkbox"/>	
	Secondary - Private <input type="checkbox"/>	Secondary - Non-govt <input type="checkbox"/>	
Vocational Centre <input type="checkbox"/>	Private Vocational Centre <input type="checkbox"/>	Other <input type="checkbox"/>	
Location		Town	
Province		Tikina (Sub Province)	
Education Division		Education District	
Address of Proposed School / Centre			
Proposed Date of Commencement			
Telephone		Facsimile	
Email			

2. DETAILS OF APPLICANTS

Controlling Authority / Management Committee

Name of Controlling Authority	
Name of Director of School / Centre	
Address	
Qualifications and Work History of Director	

Name of Secretary of School / Centre	
Address	
Name of School / Centre Management Committee President	
Address	
Name of School / Centre Management Committee Treasurer	
Address	

3. CURRICULUM AND STUDENTS

Type of proposed courses / programs offered <i>e.g. ECE, Classes 1 – 6; 1 – 8; Forms 1 – 7; 3 -6; 3 - 7; Vocational – Automotive Engineering; Private Vocational – Certificate I in Information Technology</i>	
Student Accreditation upon completion of the programme <i>e.g. Certificate I in Information Technology; Vocational Certificate.</i>	
Age range of intending students	
Language(s) of instruction to be used	
4. STAFFING NEEDS	
Number of Teachers and Posts Required (Applicable only for Primary and Secondary)	
Qualifications of the teachers who will teach the program (Attach a separate page if there is insufficient space)	

5. SCHOOL ORGANISATION

School Start-up-Capital	\$F	Bank
How will funds be raised in the school? e.g. fees, fund raising etc.		
Size of proposed site		
Size and number of buildings		
Title or leaseholder of the property		
Registered number or Title of Lease		
Name(s) of similar schools within 3 kilometres of proposed school		

Declaration – As Director of the Controlling Authority, I hereby give notice of application for the Establishment of the above school and declare the accuracy of the particulars given in this form.

Director

Date

Declaration – As Secretary of the Controlling Authority, I hereby give notice of application for the Establishment of the above school and declare the accuracy of the particulars given in this form.

Secretary

Date

NOTES:

A. This form should: -

(i) be submitted not less than in the following timeframe before the proposed date of opening

- *9 months for ECE,*
- *2 years for Primary, Secondary and Vocational Centre applications*
- *6 months for Private Vocational Centres (those leasing school premises and those applying for mobile training)*
- *1 year for Private Vocational Centres (those constructing school premises)*

(ii) be discussed with the relevant District Education Officer before submitting

B. The following information must be attached to this form:

- (i) Copy of the school constitution
- (ii) Curriculum Vitae (CV) of School Director/Manager
- (iii) A project proposal of the proposed school (see below)
- (iv) Most recent financial statement from Bank on financial status of organisation
- (v) A simple sketch map showing the names and location of schools
- (vi) Curriculum program – duration of course(s), fee structure, course structure (practical/theory), assessment, certification

C. The site and building plans must be approved by the Research and Development section of MoEST. Schools must use the MoEST approved EU standard plans.

D. A Master Development Plan should be submitted with the application

E. This application will lapse automatically nine months after the date of its approval by the Permanent Secretary for Education if by that time reasonable action has not been taken to establish the school.

Appendix E - Application for Registration/Recognition Form EA3

(Some of these fields will be pre-populated from Establishment Application. Other fields will be completed by applicant)

Name of School			
Date of Approval for Establishment			
Type of School			
Approved courses and fee structure:			
Education Division		Education District	
Address			
Date school established			
Controlling Authority			
Name of Director of School			
Address			
Name of School Secretary			
Address			
Name of Holder of Title or Lease of School Site			
Address			
Registered number of title or lease			
Type of water supply			
Number of Classrooms			
Other teaching facilities e.g. Computer Labs, Library			
Teacher Offices and staff room			
Reception area			
Number of lavatories		Boys	
		Girls	
		Staff	
Description of grounds			

Area (size)	
Fenced	
Drained	

Applicants are to refer to the MoEST Building Guidelines for specific detail concerning size and standard of facilities.

Declaration

I hereby declare that I shall be directly responsible under the Controlling Authority for the control and management of the above school.

Director

Date

As a secretary of the Controlling Authority financially responsible for the maintenance of the school, I hereby declare the accuracy of the particulars given in this form and I hereby apply for the Registration / Recognition of the above school under the Education ordinance.

Secretary

Date

NOTE

The following documents must be submitted with this form:

- Certificate for Registration of Business
- Certificate of Business Licence
- Land lease documents if applicable
- Approval for tenancy from the Landlord
- Construction must comply with OHS requirements with relevant certificate produced upon completion
- A list of all the teachers and their teaching allocation (Appendix F)

Appendix G :

Feasibility Study Form

The District Education Office is responsible for the completion of this form

Name of the proposed school.....

Location.....Education District.....

School Vision.....

Objective.....
.....

Description.....
...
.....

Proposed programs:.....
.....
.....

Target Groups.....

Age range of intending participants.....

Population Study.....
.....
.....

Description of other existing education institutions within 5 kms:
.....
.....

Mode of Transport and distance from target students to the proposed school site

.....
.....
.....
.....

...
Environment Impact
Assessment.....

.....
.....

Justification.....

.....
.....

Project Costing.....

.....

Project Benefits:

Qualification of benefit.....

Identification of benefits.....

Indirect Beneficiaries.....

Sustainability.....

.....

Assumptions/Constraints.....

.....

.....

General Observation and
remarks.....

.....

.....

.....

.....

.....

Appendix H:

Site Inspection Assessment Report

Name of School:		
Date of Visit:		
Reporting Officer		
Purpose of visit	i) To inspect on the completion of the construction work	
	ii) To ensure that the facilities and equipments comply to the Health and Education Regulation as stipulated in the OHS	
Location		
Building Classification		
Type of building		
Allocation of floor areas	Reception	
	Lecture room	
	Lecture room	
	Staffroom	
	Computer lab	
	Store room	
	Other rooms	
Sanitary	Water closet (girls)	
	(boys)	
	Hand basins	
Ventilation	Urinals	
	Window(locations)	
Lights	Air Conditioned rooms	
	Adequate/Inadequate	
Furniture	Tubes/Bulbs/security	
	Tables	
	Chairs	
Equipments/Teaching Aids	Stools	
	Computers	
	Whiteboards	
	Others	
Findings		

**Appendix I:
Report**

Ministry of Education, Science & Technology Site Inspection

Name of School					
Location					
Governing Body					
School Director					
Year Established		Recognition Number <input type="checkbox"/>		Owner of Premises	
Certificate of approval for occupancy		FTIB Certificate <input type="checkbox"/>			
Teachers Name/s	Qualification	Licence No	Work Experience	Teaching allocation	
Course Information					
Approved courses		Duration	Fees Structure	Type of Assessment	Accreditation
Existing School facilities [Comment on the type and number]					
Facility		Type/ Numbers		Condition	

General Comments

.....

.....

.....

.....

.....