THE EDUCATION STATE

VICTORIA
State Government

Next Generation Schools' Administration Program
BMV - March 2020

NGSAP Probity Matters

NGSAP is a significant Government project and it is imperative that the development of specifications and the procurement proceed in a manner consistent with Government probity principles.

Probity protocols:

- There is to be no unauthorized communication with staff of suppliers concerning the specifications or the procurement

- If your responsibilities require you to have discussions with potential suppliers on existing work, you may continue to do so, but discussions must be confined to existing matters and under no circumstances should you offer any comment on the specifications or procurement process or respond to any questions on this matter

- Where any party seeks to raise matters associated with the new NGSAP you should indicate that it is not appropriate to discuss such matters

- If any supplier staff member approaches you for any advice or assistance on the procurement or for additional information you are to refer them immediately to the email address given for the project.

- You should also let Dina Spiteri know immediately if such an approach is made

- You are also reminded of your employment confidentiality obligations if you are asked to assist with any preparatory work in relation to the tender

NGSAP Progress

Where are we now ?

Business Case - Approved by DET Executive Board

High Level Architecture - Approved by Architecture Board

Business Requirements - In Progress
(Service Statements, Non Functional Requirements)

Stakeholder Engagement
(Corporate, Regions, Schools)

Procurement
(Sourcing Strategy, Invitation to supply, Evaluation Criteria)
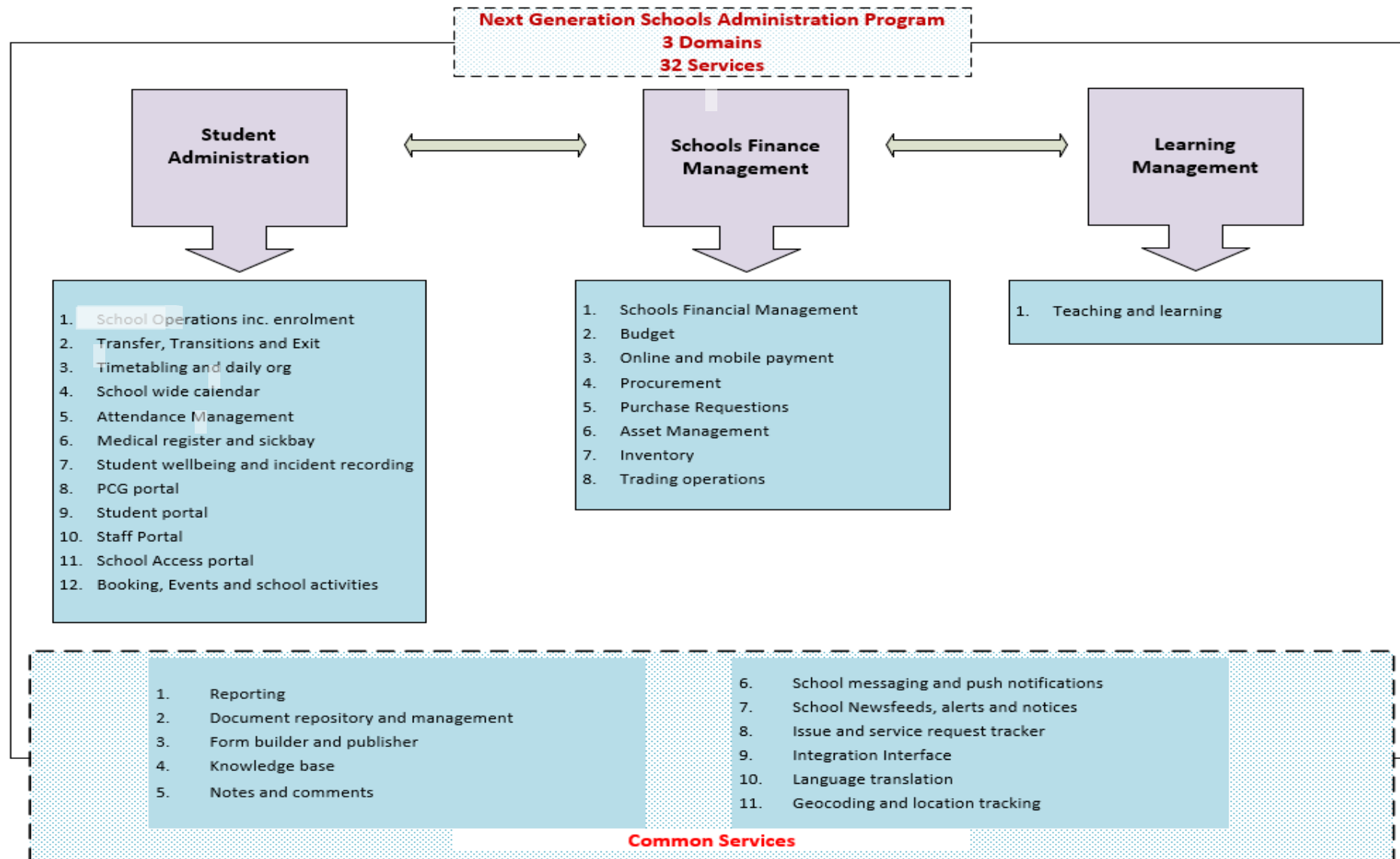
Funding Approach
(Program Board)

Business Requirements: Services

The NGSAP business requirements are categorised into 3 domains and 32 services.
These services represent subordinate features and functions which in turn represent over 1500 functional requirements.
A 'Service Statement' has been developed for each service, identifying various scenarios that may occur in a school

Next Generation Schools Administration Program
3 Domains
32 Services

Student Administration

1. School Operations inc. enrolment
2. Transfer, Transitions and Exit
3. Timetabling and daily org
4. School wide calendar
5. Attendance Management
6. Medical register and sickbay
7. Student wellbeing and incident recording
8. PCG portal
9. Student portal
10. Staff Portal
11. School Access portal
12. Booking, Events and school activities

Schools Finance Management

1. Schools Financial Management
2. Budget
3. Online and mobile payment
4. Procurement
5. Purchase Requestions
6. Asset Management
7. Inventory
8. Trading operations

Learning Management

1. Teaching and learning

Common Services

1. Reporting
2. Document repository and management
3. Form builder and publisher
4. Knowledge base
5. Notes and comments
6. School messaging and push notifications
7. School Newsfeeds, alerts and notices
8. Issue and service request tracker
9. Integration Interface
10. Language translation
11. Geocoding and location tracking

End Of Month Reporting – simpler process

Sample Current Cases21 Finance

What it could look like?

Governance

Management Reports

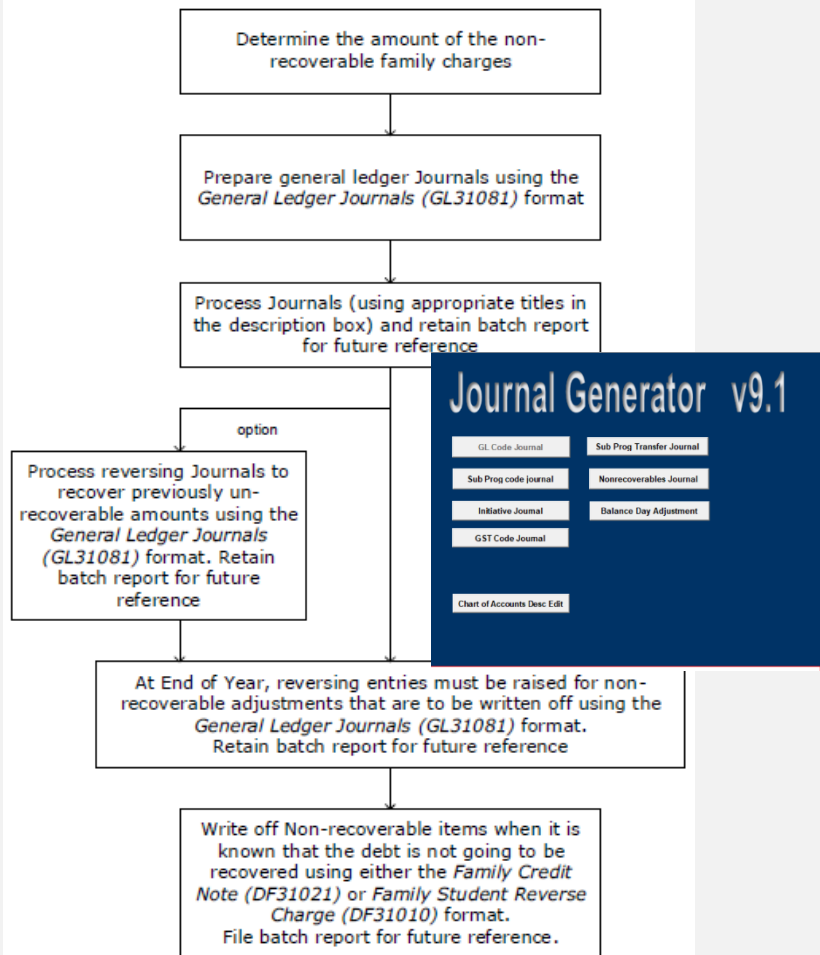School Council Reports

Finance Committee Reports

KLA Coordinator Reports

Possibility of the reporting requirements being printed/saved with the click of a button

Balance Day Adjustments - ongoing

Current – excel spreadsheet – manual entry

Expected Family Non-Recoverables - Overview Flowchart

Determine the amount of the non-recoverable family charges

Prepare general ledger Journals using the *General Ledger Journals (GL31081)* format

Process Journals (using appropriate titles in the description box) and retain batch report for future reference

option

Process reversing Journals to recover previously un-recoverable amounts using the *General Ledger Journals (GL31081)* format. Retain batch report for future reference

At End of Year, reversing entries must be raised for non-recoverable adjustments that are to be written off using the *General Ledger Journals (GL31081)* format. Retain batch report for future reference

Write off Non-recoverable items when it is known that the debt is not going to be recovered using either the *Family Credit Note (DF31021)* or *Family Student Reverse Charge (DF31010)* format. File batch report for future reference.

Journal Generator v9.1

GL Code Journal	Sub Prog Transfer Journal
Sub Prog code journal	Nonrecoverables Journal
Initiative Journal	Balance Day Adjustment
GST Code Journal	

Chart of Accounts Desc Edit

What if Next Gen Could automate BDA???

Ability to create BDA at invoice stage with a tick box?

Identify amount, trigger approval to school council

School Council/Finance ability to online approve

Finalise function/BDA

BM portal auto process of BDA one click

Simplified process, at invoice stage.

No need for journal generator
✓ run BDA task
✓ automatic processing.

Student Split Billing

Cases21 Finance Invoicing/split billing

- Student family request split billing
- BM clarify – **all fees, some fees, excursion etc**
- Can be split multiple families
- Manual set up – student, family, fees, percentage
- Depending on set up – will depend ongoing work eg: further invoicing.
- One party calls and says "I'm not responsible, change it to one family" – lengthy process to identify, reverse individual and re-invoice.
- Receipt Batch – remember to change format

What it could look like – Student **Family** Portal

Student Financial	Parent/Carer able to view invoices print statements etc.
Payments	Parent/Carer able to pay invoices, select CSEF or other option for payment
Payment Plan	Person can select here to set up payment plan – eg cr card/bpay/direct deposit
Alternate Billing Arrangements	Person can select relevant fees and enter a % - this will alert BM to check.

Some schools utilise 3rd party software – integration issues, double handling of multiple tasks.
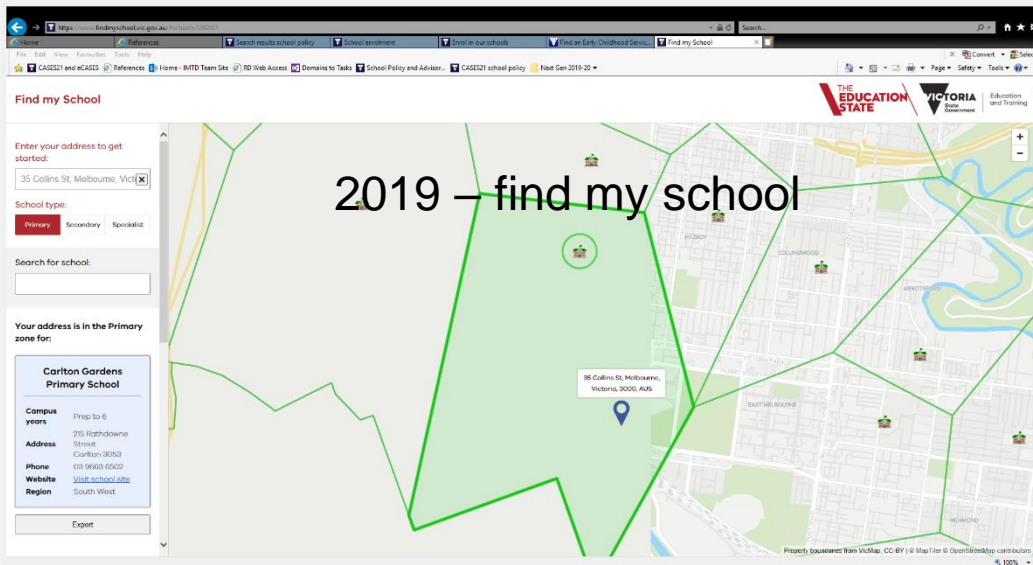
Possibility for online Enrolment

– paper form, data transfer or manual entry

How to enrol

You can apply to enrol your child in a public school at any time during the year. Enrolment is made directly with the school.

To enrol your child you'll need to fill out an enrolment form and provide the school with important information about your child.

2019 – find my school

Proposed automation & online process

Pre enrolment

Online Enquiry

Online acceptance from school

Online submission required documentation

Online subject selection (Secondary)

Accepted enrolment

Data transfer

Activate – incl timetable

Auto invoicing

Student active all portals