



Victorian  
Catholic  
Education  
Authority

# Annual Report to the School Community (ARSC)

## Quick Guide for Principals

If you experience issues or need additional support with the new SmarterSoft ARSC automation system, please refer them to your diocesan admin:

- Melbourne: Ms Dharvi Sharma or [arsc@macs.vic.edu.au](mailto:arsc@macs.vic.edu.au)
- Ballarat: Dr Susan Crowe on 03 4344 4350 or [scrowe@ceoballarat.catholic.edu.au](mailto:scrowe@ceoballarat.catholic.edu.au)
- Sale: Ms Teresa Brady on 03 5622 6627 or [tbrady@doscel.catholic.edu.au](mailto:tbrady@doscel.catholic.edu.au)
- Sandhurst: Ms Michelle Mortimer on 0477 859 280 or [mmortimer@ceosand.catholic.edu.au](mailto:mmortimer@ceosand.catholic.edu.au)

### STEP 1: CEVN/MyStaff Portal

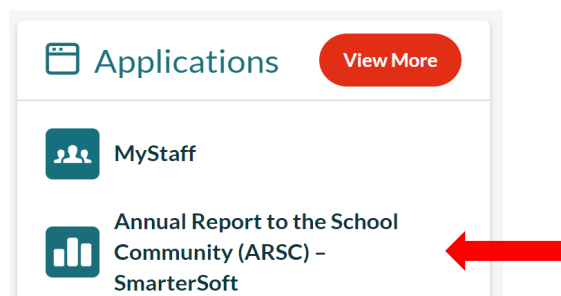
Set up staff 'contributors' who are going to add content to the Annual Report via the CEVN/My Staff Portal. Principals have automatic access and have been assigned the role of 'verifier' in the workflow. There is no need to change Principal role in the CEVN MyStaff.

**Note - Applications already gained through position code will not be displayed.**

Applications 		Name 
<input type="checkbox"/>	 Annual Report to the School Community - Contributor	AARSC
<input type="checkbox"/>	 Annual Report to the School Community - Principal Access	AARSC

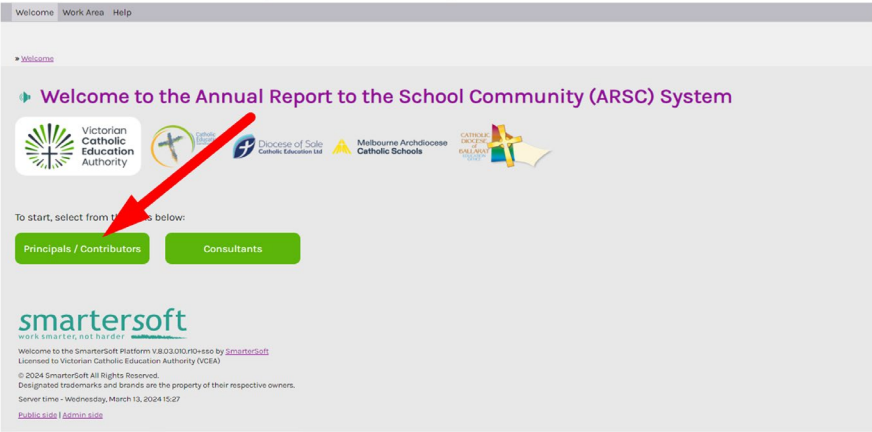
### STEP 2: Access SmarterSoft via CEVN

The CEVN ARSC page is available via the 'Applications' section on CEVN.



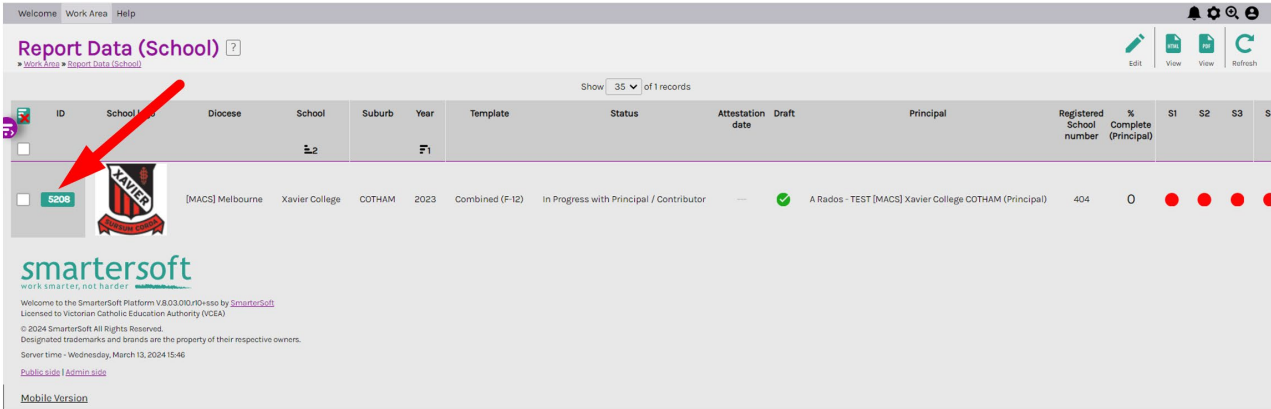
Click the SmarterSoft link on the CEVN page to access the platform.

On the main Welcome page you will see the below headings. Click **Principals/Contributors**



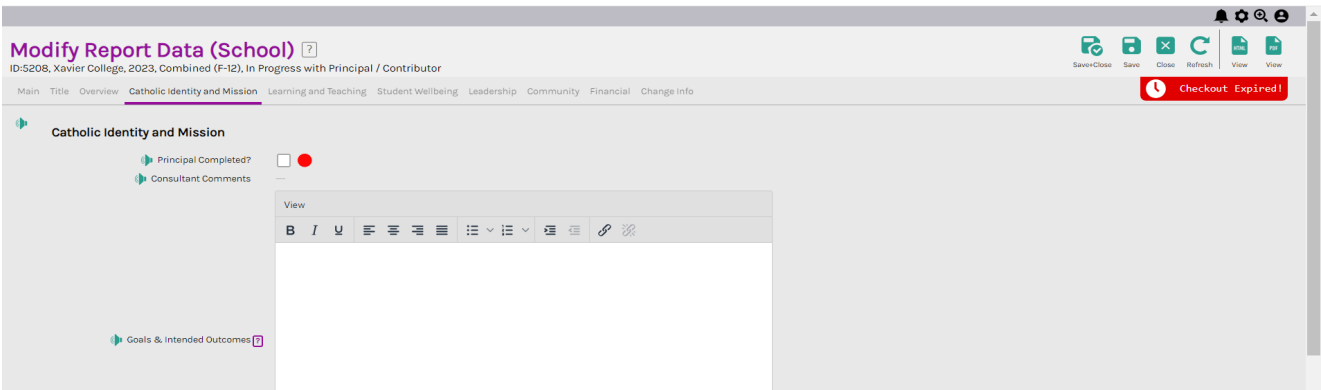
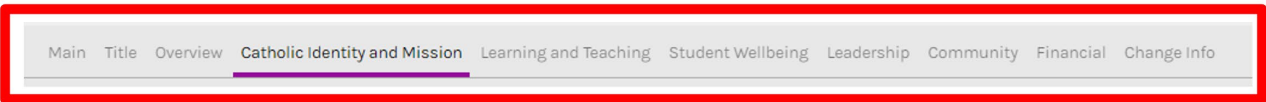
**STEP 3: Open ARSC template for your school and enter report content.**

Click the system **ID number** to open sections of the ARSC template.

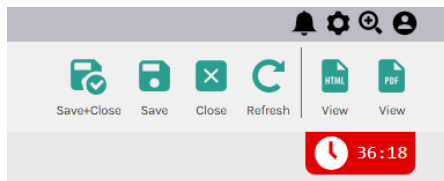


This page is where all the actions are completed for writing the ARSC. Along the top of the page is a set of tabs for each section of the Annual School Report. Click on the tab to fill in that section.

For each section, please write your response in the text box provided. These boxes will appear white and are editable, then click the save button. Note that there are several areas pre-populated for all schools, these cannot be changed.



## Action buttons in the top right corner



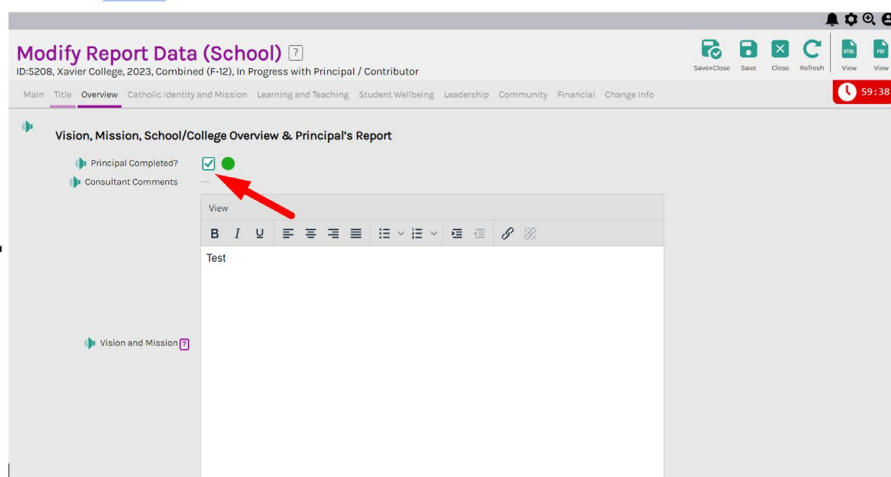
The black action buttons are optional – notifications, settings, zoom and user profile.

The clock timer in red is automatically set. The system allows for one person at a time to work on the document uninterrupted. Click the 'Refresh' button to extend the time allocation.

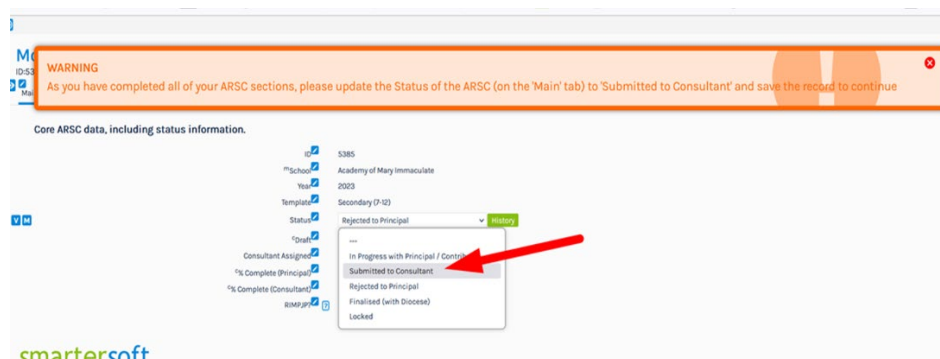
Users can **View** their ARSC and **pre-filled school data** by clicking the HTML or PDF buttons. **IMPORTANT:** Users must first save the section(s) to view in HTML or PDF otherwise content will not be displayed.

## STEP 4: Submitting your ARSC

- When each section has been completed, and proofread, please check the “Principal Completed?” box. The red dot will then turn to green which marks this section completed.
- Select the Save button after each step to capture any changes or Save & Close if you are exiting the program. This is the final step and indicates that your report is finished and has been proofread and approved as complete.



- Once all the sections are checked off as Principal Completed, the Principal **MUST** then change the Status to “Submitted to Consultant” in the “Main” tab otherwise the following warning will be received. Note: Contributors cannot perform this task.



- This will trigger the next step in the workflow for “consultants” to quality assure your Annual report. Consultants will receive an automated email in their mailbox asking them to quality

assure your report. Once the Consultant approves your report, it will then go to your “Diocesan Admin”

- Please also note that if a Consultant wants a Principal to re-do a section they need to uncheck the below flag/s before they Reject the ARSC back. This is how the Principal knows which sections to modify. An automated email will be sent to the Principal.

**Modify Report Data (Consultant)** ?

ID:5385, Academy of Mary Immaculate, 2023, Secondary (7-12), Rejected to Principal

Main Title Overview Catholic Identity and Mission **Learning and Teaching** Student Wellbeing Leadership Community Financial Char

**Learning and Teaching**

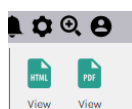
Principal Completed? ☒ (Uncheck if review needed)

Consultant Completed? ☐

Consultant Comments

## Tips and tricks

- Before you save a section, preview what the ARSC will look like by selecting the **View HTML** or View PDF green button. This is a quick way to check your **school data** and any formatting issues.
- This is also how you **download** your ARSC. You can download your ARSC at any time.



- Check progress in the tab “**Work Area**” by scrolling right. The green dots show sections completed.

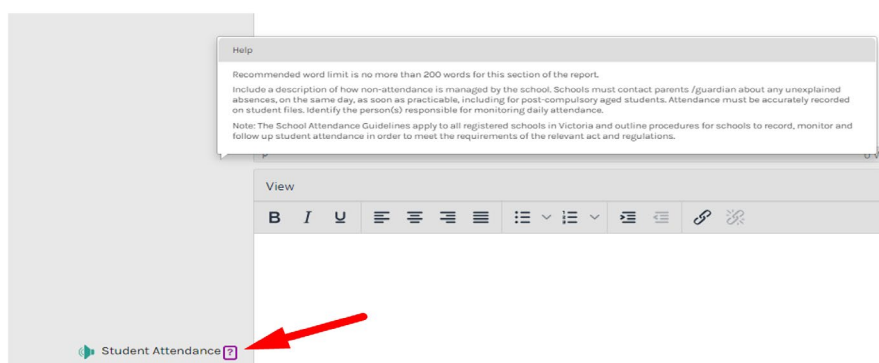
Welcome Work Area Help

**Report Data (School)** ?

Show 35 of 1 records

ID	Year	Template	Status	Attestation date	Draft	RMR:RP	Principal	Registered School number	% Complete (Principal)	S1	S2	S3	S4	S5
5208	2023	Combined IP-12	Finalised (with Diocese)	14 Mar 2024			A. Radu, TOST	404	100					

- For each section where input is required, **help** text is available to guide staff submitting text or data. To access this help text, leave your mouse to hover over the text area for which you require information. Note that this only appears for those boxes that have input required by the school. A box that is centrally loaded data will not have help available.



- Information from last year's ARSC can be copied and pasted into the new report, amend where applicable. Note: it is important to check the formatting by previewing the ARSC prior to saving when copying and pasting text. Remember to **"paste as plain text"** to clear formatting. Please use bullets and other formatting options provided within the platform.
- **No images** can be copied into the ARSC. The version of the ARSC produced in SmarterSoft is submitted for publication on the VRQA State Register. Once schools have completed and downloaded their ARSC, they may add images before publishing on their school website or circulating to the school community by other means.

## Summary of information for the ARSC

Tab	School Action	Auto filled
<b>Title</b>	<p>(Recommended word length is no more than 500 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>Governing Authority Report</b></li> </ul> <p>For schools governed by RI/MPJPs, schools may wish to obtain this information from their respective governing authority. Alternatively, this section may be left blank or schools may add a statement that there is no information to report in this section.</p>	<ul style="list-style-type: none"> <li>• Pre-filled for schools belonging to the Diocesan school proprietors: CES, DOBCEL, DOSCEL and MACS</li> <li>• About This Report</li> <li>• Minimum Standards Attestation</li> </ul>
<b>Overview</b>	<p>(Recommended word length is no more than 500 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>School vision and mission statement</b></li> <li>• <b>School/College Overview (Recommended word length 500 words)</b> Contextual information about the school, such as key facts and statistics about the school/college. For example, history of the school, enrolment characteristics, social characteristics, facilities, the school's geographic location, size, and structure.</li> <li>• <b>Principal's report (Recommended word length 500 words)</b> Summary of the key decisions, events, highlights, and achievements from the previous school year. For example, curriculum, special programs, school productions, inter-school sports, school carnivals, creative art exhibitions, school camps, music programs and cultural experiences  The education programs offered by the school and what the school has achieved for its students as identified in the School Improvement Plan and Annual Action Plan.</li> </ul>	
<b>Catholic Identity and Mission</b>	<p>(Recommended word length is no more than 500 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>Goals &amp; Intended Outcomes</b> Schools should refer to their School Improvement Plan and Annual Action Plan</li> <li>• <b>Achievements</b> Include achievements and strategies implemented relating to goals and intended outcomes. Include any value-added curricular and extra-curricular activities, for example: School and parish masses, prayer celebrating important days in the liturgical calendar, sacraments celebrated for students - Eucharist, Reconciliation and</li> </ul>	

Tab	School Action	Auto filled
	<p>Confirmation, Caritas Project Compassion or other charitable activities</p> <ul style="list-style-type: none"> <li>• <b>Value Added</b> List a broad range of activities about curricular and extra-curricular activities; not every activity needs to be listed. E.g., Catholicity - spirituality programs, and celebrations.</li> </ul>	
<b>Learning and Teaching</b>	<p>(Recommended word length is no more than 500 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>Goals &amp; Intended Outcomes</b> Schools should refer to their School Improvement Plan and Annual Action Plan.</li> <li>• <b>Achievements</b> Include achievements and strategies implemented relating to goals and intended outcomes.  Include an overview of the school's performance over the previous calendar year towards improving student outcomes. Consider: <ul style="list-style-type: none"> <li>- curriculum revisions and teaching practices</li> <li>- how teachers identify the growth of students in their classes</li> <li>- how teachers are supported</li> <li>- strategies for students at risk</li> <li>- learning for high ability students</li> </ul> </li> <li>• <b>Student learning outcomes</b> Provide a description and analysis of student learning outcomes in NAPLAN for the year of this ARSC. Include any support strategies or special programs which have improved student achievement and growth. Provide an explanation of trends.</li> </ul>	<ul style="list-style-type: none"> <li>• NAPLAN Data</li> <li>• Senior Secondary Outcomes (non-primary)</li> <li>• Post School Destinations (non-primary)</li> </ul>
<b>Student Wellbeing</b>	<p>(Recommended word length is no more than 750 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>Goals &amp; intended Outcomes</b> Schools should refer to their School Improvement Plan and Annual Action Plan.</li> <li>• <b>Achievements</b> Include achievements and strategies implemented relating to goals and intended outcomes which have improved student wellbeing and engagement.  Include any value-added curricular and extra-curricular activities, for example: <ul style="list-style-type: none"> <li>- activities which promote wellbeing and connection</li> <li>- positive learning habits</li> <li>- programs relating to respect, resilience, school values</li> <li>- student support groups</li> <li>- the ongoing implementation and review of child safe strategies</li> <li>- student participation and empowerment strategies</li> <li>- strategies addressing the principle of inclusion</li> <li>- engagement of families and communities in promoting child safety</li> </ul> </li> <li>• <b>Value Added</b> List a broad range of activities about curricular and extra-curricular activities; not every activity needs to be listed. E.g., health and fitness programs, school camps and excursions, use of information and communications technology (ICT), music and drama programs.</li> <li>• <b>Student Satisfaction</b> Student satisfaction with the school is identified through student surveys (MACSSIS 2023 (Melbourne Archdiocese Catholic Schools - School Improvement Survey) or from the Insight SRC Survey 2023 (for schools belonging to the Diocese of Ballarat, Diocese of Sale or Diocese of Sandhurst). Provide an explanation of the data, has it improved compared to previous years. For example, management of bullying, connectedness.</li> <li>• <b>Student Attendance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Student Attendance Data</li> <li>• Years 9-12 Student</li> </ul>

Tab	School Action	Auto filled
	<p>Include a description of how non-attendance is managed by the school. Schools must contact parents /guardian about any unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students. Attendance must be accurately recorded on student files. Identify the person(s) responsible for monitoring daily attendance.</p> <p>Note: The School Attendance Guidelines apply to all registered schools in Victoria and outline procedures for schools to record, monitor and follow up student attendance in order to meet the requirements of the relevant act and regulations.</p>	Retention Rate (non-primary)
<b>Leadership</b>	<p>(Recommended word length is no more than 500 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>Goals &amp; intended Outcomes</b> Schools should refer to their School Improvement Plan and Annual Action Plan</li> <li>• <b>Achievements</b> Include achievements relating to goals and intended outcomes</li> <li>• <b>Description of PL teachers participated in</b> Number of teachers who participated in PL Average expenditure per teacher for PL (\$)</li> <li>• <b>Teacher Satisfaction</b> Schools should include comments regarding teacher satisfaction which the school identified through the MACSSIS 2023 (Melbourne Archdiocese Catholic Schools - School Improvement Survey) or from the Insight SRC Survey 2023 (for schools belonging to the Diocese of Ballarat, Diocese of Sale, or Diocese of Sandhurst).</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher qualifications data</li> <li>• Workforce composition, including Aboriginal and Torres Strait Islander data</li> </ul>
<b>Community Engagement</b>	<p>(Recommended word length is no more than 750 words for this section)</p> <ul style="list-style-type: none"> <li>• <b>Goals &amp; Intended Outcomes</b> Schools should refer to their School Improvement Plan and Annual Action Plan.</li> <li>• <b>Achievements</b> Include achievements relating to goals and intended outcomes.</li> </ul> <p>Schools should describe how they engage with families and the school community. For example, school community events, communication to families via the school newsletter, parent information sessions or school platforms (e.g., Seesaw, Operoo) and family welcome packs for new enrolments.</p> <ul style="list-style-type: none"> <li>• <b>Parent Satisfaction</b> Include parent results from the MACSSIS 2023 (Melbourne Archdiocese Catholic Schools - School Improvement Survey) or from the Insight SRC Survey 2023 (for schools belonging to the Diocese of Ballarat, Diocese of Sale, or Diocese of Sandhurst).</li> </ul>	
<b>Financial</b>	<p>The school's financial performance information and a report of the financial activities of the school's boarding premises (if applicable) have been provided to the Australian Charities and Not-for-profits Commission (ACNC) and will be available for the community to access from their website at <a href="http://www.acnc.gov.au">www.acnc.gov.au</a>.</p> <p>For more detailed information regarding our school please visit our website at &lt;school website auto filled&gt;</p>	✓

## Section changes to streamline the 2023 ARSC

The following sections have been removed:

- Parish Priest Report (previously optional). Parish priest's comments may be added to the Catholic Identity and Mission section if applicable
- Future Directions (previously optional)
- Staff Retention Rate and Staff Attendance (additional data, not required)
- Child Safe Standards. Include Child safe strategies in the Student Wellbeing section and other sections of the Annual report as relevant to your school e.g. Professional learning relevant to child safety.

### Other changes:

- "Value added" is now only included under two sections, the "Catholic Identity and Mission" section and the "Student Wellbeing" section.