# Information for students/parents – reviews against decisions on allocation of semesters of state education

***Requesting an internal review of a decision***

Students/parents can request an internal review of decisions made about allocation of semesters of state education by making a written submission for review.

The table below outlines the review processes and timeframes for making a submission for review.

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| **Decision** | **Decision-maker** | **Timeframe for lodging submission for internal review** | **Internal Reviewer** | **Timeframe for lodging application for external review** | **External review of decision** |
| **Remaining allocation of semesters** | Principal | Within 30 school days after notice of decision is given to the student |  Regional director  | Within 28 days of being notified of the decision  | Queensland Civil and Administrative Tribunal |
| **Additional one or two semesters** | Principal | Within 30 school days after notice of decision is given to the student |  Regional director (as delegate of the director-general) | Within 28 days of being notified of the decision | Queensland Civil and Administrative Tribunal |
| **Additional 3rd or 4th semesters** | Regional director (or other delegate of the director-general) | Within 30 school days after notice of decision is given to the student | Assistant Director-General, State Schools (as delegate of the director-general) | Within 28 days of being notified of the decision | Queensland Civil and Administrative Tribunal |
| **Additional 5th or 6th semesters** | Regional director (as delegate of the director-general) | No internal review | No internal review | Within 28 days of being notified of the decision | Queensland Civil and Administrative Tribunal |

***Purpose of the submission for internal review***

The submission allows you to ask a senior officer in the Department of Education to review the original decision, because you think that decision is in some way incorrect or mistaken. In making a submission you should provide information that can assist that senior officer to review the original decision, and to understand your point of view.

***Requesting an external review of a decision***

If you are not satisfied with the decision on an additional 5th or 6th semesters, or the internal review decision, you may appeal to the Queensland Civil and Administrative Tribunal (QCAT) against the decision. Details of this process can be found at this website <http://www.qcat.qld.gov.au/>.

***Review process***

Reviews of decisions are managed by the regional office, the Office of the Assistant Director-General, State Schools, or QCAT. After you have sent your submission for a review to the relevant reviewer, a departmental officer may contact you to discuss issues raised and will also collate information in response to your submission.

Written notice of the decision in respect of the review of the original decision will be sent to the person lodging the submission as soon as practicable after making the review decision.

***Preparing a submission for review***

In preparing a written submission for review, the student/parent is able to:

* seek assistance from other people in preparing and/or lodging the written submission for review
* make contact with the reviewer nominated in the letter of notification to seek assistance
* negotiate with the reviewer for a written record of an oral or signed submission to be prepared by a third person, and submitted for review.

***Submission for a review***

A submission for review should be lodged stating the **reasons** why you are questioning the original decision and giving **facts** that support your case. Copies of any supporting information can be attached.

Without limiting your ability to raise any matter you wish, generally, submissions may make reference to:

* objections to the reasons given by the original decision-maker in the letter advising of the decision
* any new information supporting the request such as:
	+ age, ability, aptitude and development of the student, and
	+ likely educational outcomes for the student attending the school for the additional semester or semesters.