**SPaRO Quick Reference Guide –**

**School Excellence Framework Self-assessment Survey**

This guide has been developed to assist schools with the navigation and functionality of the School Planning and Reporting Online (SPaRO) software for completing a School Excellence Framework Self-assessment Survey (SEF S-aS).

System requirements for viewing the SPaRO software are Internet Explorer 11, Microsoft Edge, Chrome or Safari. Schools should ensure that they are using the Department of Education (DoE)’s Standard Operating Environment (SOE). Schools that do not have the latest operating system and its associated software are advised to use the department’s software catalogue to bring their machine/s into line with DoE standards. Schools should contact their field services IT team or EDConnect for assistance.

SPaRO is accessed through My Applications in the staff portal. Within the Access Management Utility (AMU), principals can assign themselves access at the **principal** level. Principals then assign **contributor** access (editing rights) or **staff** access (read-only rights) to other users in their school. The principal is the only user with rights to create, approve or submit a SEF S-aS.

The help menu icon **** in the top right corner of the screen will display help text outlining the information for each section of the page.

Starting the SEF S-aS

**To create a new survey:**

• select the ‘Self-assessment’ tab from the top menu

• select ‘SEF S-aS’ from the left menu

• select ‘Create New Survey’ and select the survey from the drop down menu

• select ‘Ok’ in the pop-up dialogue box to the question ‘Are you sure you want to create a new survey response?’

• open the survey from the Pending folder

• read the information on the instruction page. Select ‘Next ’ at the top right

• confirm your school name, school code and contact details

• select ‘Next ’ to continue.

Delegating contributors

Users will be able to view all SEF S-aS elements. Users with delegated contribution rights can edit elements within the survey.

**To delegate access to specific elements for contributors:**

• open the survey from the Pending folder

• confirm School Name, Code and Contact details

• select '+Delegate contributors'

• type the email address of the person to be added for each element of the survey

• select the user name from the drop down list

• select ‘Save’

• select ' Close' to continue the survey

• select ‘Next  to continue.

Completing the SEF S-aS

Each page of the survey contains themes and descriptors for the fourteen elements of the School Excellence Framework.

• read and select at least one descriptor for each theme that applies to the school setting. If the theme or no descriptors apply, select ‘Not Applicable’

• arrive at an on-balance judgement as a reflection of the themes and the statement of excellence for each element

• select the appropriate on-balance judgement

• select ‘Next ’ and complete all fourteen elements

**Note:** A progress bar at the top of the page represents each element of the survey. Green indicates a completed element. Grey indicates an incomplete element.

• select ‘ Complete Survey’ when all elements have at least one descriptor per theme and an on-balance judgement.

Submitting the SEF S-aS

• locate the survey from the ‘Completed’ folder on the SEF S-aS status menu

• select ‘ Approve’

• locate the survey from the ‘Approved’ folder on the SEF S-aS status menu

• select ‘ Submit’.

The submitted survey is available from the ‘Submitted’ folder. Surveys are available in chronological order.

A PDF version of the survey responses may be printed at any time by selecting ‘ Print’.

External validation schools

Schools that have participated in External validation (EV) within the previous 12 months are required to review and resubmit the SEF S-aS used as part of the EV submission. This requirement may be met by either:

• resubmitting the External validation SEF S-aS **or** • creating and submitting a new SEF S-aS.

**Resubmitting an External validation SEF S-aS:**

• select ‘ Review submitted survey’ on the
SEF S-aS status menu

• open the survey copy from the ‘Pending’ folder

• review each theme and on-balance judgement in each element and edit as required

• select ‘ Complete Survey’

• locate the survey from the ‘Completed’ folder

• select ‘ Approve’

• select ‘ Submit’.

The submitted survey is available from the ‘Submitted’ folder. Surveys are available in chronological order.

**Creating and submitting a new SEF S-aS:**

Refer to ‘Starting the SEF S-aS’ and ‘Completing
SEF S-aS’ for further details.

Managing the SEF S-aS

Schools manage the SEF S-aS from the SEF S-aS status menu.

**Pending** – A survey has been created but all elements have not been completed. As elements are completed, a progress bar appears for the SEF S-aS to give a quick reference for the overall level of completion.

**Completed** – All elements have been completed; each theme has at least one descriptor and each element an on-balance judgement. The principal is able to ‘ Approve’ the SEF S-aS from this list.

**Approved** – A survey that has been completed and approved by the principal is an internal document and responses may be altered. The principal may

‘ Submit’ or ‘ Unapprove’ the survey.

**Note:** If changes are made to a survey that is ‘Approved’, or the principal selects ‘Unapprove’, the survey will revert to the ‘Completed’ folder.

**Submitted** – A survey may only be submitted by the principal. Submitting the SEF S-aS finalises the process.

**Note:** Once a survey is submitted, it is unable to be edited.

**Enquiries**

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