



Frequently Asked Questions -

Provider Obligations for Change in PEO

Department of
Education and Training

Question:

Our school is expecting a new Principal Executive Officer (PEO). Do we need to advise anyone of the change in leadership?

Response:

If a new PEO has started at your school recently, or if you are expecting a change in this position in the near future, PRISMS will need to be updated to reflect this.

Standard 15 of the National Code 2007 requires that the state regulator be notified of a change in high managerial agent as soon as practicable prior to the new manager commencing. In situations where the new PEO cannot be confirmed beforehand, advice of the change needs to be given to the regulator within 10 working days after the change occurring.

To update PRISMS, download a *CRICOS Amendment to Registration* form from the International Quality (Schools) Unit [website](#) and forward the completed copy to cricosreg@det.qld.gov.au.

Where your previous PEO delegated the completion of routine CRICOS matters to a member of staff (and the new PEO wishes to either continue or alter this arrangement) a *Delegated Responsibility* form must also be submitted.

Amendments to registration incur an administrative fee. Please check the current fee schedule on our [website](#).