



Capital Assistance
– Special
Assistance School
Guidelines

2025

Endorsed by the Commission: 12 November 2024

These guidelines should be read in conjunction with:

2025 Capital Round – Important Dates

2025 Capital Assistance Guidelines

2024 Conditions of Compliance

1 Introduction

1. These guidelines apply to all Special Assistance Schools accredited by the Queensland Government and operated by a School Authority affiliated with the Queensland Catholic Education Commission (QCEC).
2. There is no separate capital funding for Special Assistance Schools. However, separate area guidelines apply to Special Assistance Schools to reflect the differing needs of the young people that attend these schools.
3. The guidelines should be read in conjunction with *2025 Capital Round – Important Dates* and *2025 Capital Assistance Guidelines*, as all other provisions apply equally to all schools.

The QCEC Secretariat is available to assist with matters relating to capital applications and can be contacted on 3316 5818 or capital@qcec.catholic.edu.au

2 Types of Capital Assistance

4. Refer *2025 Capital Assistance Guidelines*.

3 Eligibility for Funding

5. Refer *2025 Capital Assistance Guidelines*.

4 QCEC Capital Strategy

6. Refer *2025 Capital Assistance Guidelines*.

5 Criteria for Capital Expenditure

7. Refer *2025 Capital Assistance Guidelines*.

6 Funding Administration

8. Refer *2025 Capital Assistance Guidelines*.

7 Application Process

9. Refer *2025 Capital Assistance Guidelines*.

8 Scope of the Guidelines

10. Refer *2025 Capital Assistance Guidelines*.

9 Project Elements

11. Refer 2025 Capital Assistance Guidelines.

10 Design

12. Refer 2025 Capital Assistance Guidelines.

11 Number of Learning Areas

13. The provision of learning areas is based on enrolments, per the following table:

Functional Area	50 – 80 Enrolments	80 – 100 Enrolments	100 – 130 Enrolments
General Learning Area	3 Rooms Total	4 Rooms Total	6 Rooms Total
Flexible Specialist Space	2 Rooms Total	3 Rooms Total	4 Rooms Total

14. Flexible Specialist Space functions can-not be duplicated on any site.

12 Size of Learning Areas

15. It is recognised that irrespective of size, all schools require a core or minimum provision of facilities to operate properly. The following functional spaces are considered core requirements to provide sufficient space to offer the curriculum for a Special Assistance School (SAS) based on enrolments of up to 100 students.

Functional Area	Area m ²	Associated space/s	Area m ²
General Learning Area	50	Store	5
		External Covered court	20
		Walkway	25
Flexible Specialist: Art	100	Store	20
		External covered court	40
		Walkway	25
Flexible Specialist: Design Technology	120	Materials Prep	40
		External covered court	40
		Walkway	25
Flexible Specialist: Music / Dance / Drama	100	Store	20
		External covered court	40
		Walkway	25

16. Schools are only eligible for Flexible Specialist: Food Technology when enrolments are beyond 100 students.

Functional Area	Area m ²	Associated space/s	Area m ²
Flexible Specialist: Food Technology	100	Store/Pantry/Laundry	20
		Walkway	25

13 Other Areas

Functional Area	Area m ²	Associated space/s	Area m ²
Administration <i>Suggested facilities:</i> Offices for Campus Leadership Meeting Room for whole of staff Meeting Rooms for small groups Pathways Room Reception Open Plan Work Area Staff Toilets Staff Kitchen Staff Refuge Store	325	General Entry Student Entry	10 10
Lunch Covered Area	150		
Covered PE Area	392		
PE Store / Outdoor Education Store	50	Ancillary Walkway (30%)	15
Gym	30	Ancillary Walkway (30%)	9
Student Toilets (NCC Quantity)	3 / WC 8 / PWD	Ancillary Walkway (30%)	Varies
Learning Support	46		
Library	70	Walkway	20
Technology	20	Ancillary Walkway (30%)	6
Resource	50	Ancillary Walkway (30%)	15
Canteen / Kitchen	50	Store Cold Room / Freezer Walkway Servery	20 8 25 10
Maintenance	36	Ancillary Walkway (30%)	10
Health and Wellbeing <i>Suggested facilities:</i> Laundry Toilet / Shower / Change Facility Personal Secure Storage Counselling Room / Sick Bay Quiet Space Kitchenette	50	Walkway	25
Engineering	10	Ancillary Walkway (30%)	3

17. For existing Schools with enrolments under 80, the eligible square meterage is pro-rated down from the area listed in the table above for Administration, Lunch Covered Area and Maintenance at the rate of 5/8 of the allowance for the 80-100 enrolments area.
18. For existing Schools with enrolments over 100, the eligible square meterage is not pro-rated up from the area listed in the table above.

14 Functional Area Rates

19. Refer *2025 Capital Assistance Guidelines*. The Functional Fit-out Rate for the Health and Wellbeing area is as per a Flexible Learning Area.

15 Conversion or refurbishment of existing facilities

20. Refer *2025 Capital Assistance Guidelines*.

16 Project Oncosts Allowance

21. Refer *2025 Capital Assistance Guidelines*.

17 Locality Indices

22. Refer *2025 Capital Assistance Guidelines*.

18 Functional Area Descriptions

23. Refer *2025 Capital Assistance Guidelines*.

19 Common Building and Construction Cost Elements

24. Refer *2025 Capital Assistance Guidelines*.