

Appendix B:

Abbreviations, acronyms and glossary

Abbreviations We use the following abbreviations in this report:

| Abbreviation | Full spelling |
|-------------------------|---|
| the department | Department of Education |
| the Framework | <i>Safe and Well in Education Framework</i> |
| OHS Act | <i>Occupational Health and Safety Act 2004 (Vic)</i> |
| OHSWM in schools policy | <i>Occupational Health, Safety and Wellbeing Management in Schools</i> policy |
| OHS update report | OHS and Workers Compensation Biannual Performance Update |
| the Strategy | <i>Safe and Well in Education Strategy 2019–2024</i> |
| WorkSafe | WorkSafe Victoria |

Acronyms We use the following acronyms in this report:

| Acronym | Full spelling |
|---------|--|
| DE | Department of Education |
| MARSI | <i>Managing and Reporting School Incidents (Including Emergencies)</i> |
| OHS | occupational health and safety |
| SEIL | Senior Education Improvement Leader |
| VAGO | Victorian Auditor-General's Office |

Glossary

The following terms are included in or relevant to this report

| Term | Explanation |
|----------------------|---|
| Level of assurance | <p>This is a measure of the confidence we have in our conclusions. The quality and quantity of evidence we obtain affects our level of assurance.</p> <p>We design our work programs with the information needs of our report users in mind. We consider if we need to provide them with reasonable assurance or if a lower level of assurance may be appropriate.</p> |
| Limited assurance | <p>We obtain less assurance when we rely primarily on an agency’s representations and other evidence generated by that agency. However, we aim to have enough confidence in our conclusion for it to be meaningful. We call these types of engagements assurance reviews and typically express our opinions in negative terms. For example, ‘nothing has come to our attention to indicate there is a problem’.</p> <p>See our assurance services fact sheet for more information.</p> |
| Reasonable assurance | <p>We achieve reasonable assurance by obtaining and verifying direct evidence from a variety of internal and external sources about an agency’s performance. This enables us to draw a conclusion against an objective with a high level of assurance. We call these performance audits.</p> <p>See our assurance services fact sheet for more information.</p> |