

VIC Home Education Registration Checklist

Everything you need to register with the VRQA — on one page.

Free resource from Access Learning Australia · built in Australia, for Australian families

Step 1 — Gather your documents (copies only, never originals)

- ☐ **VRQA application form** — one form covers up to 2 children; real signature (scanned OK)
- ☐ **Proof of identity/age** — birth certificate, passport, or citizenship/visa documents
- ☐ **Proof of parental responsibility** — e.g. Medicare card showing both names, or court orders
- ☐ **A learning plan for EACH child** (see Step 2)

Step 2 — Write the learning plan

- ☐ **Cover the 8 learning areas:** English, Maths, Science, Humanities, The Arts, Languages, Health & PE, Technologies
- ☐ **No set curriculum required** — subject-based or activity-based; VRQA has templates and sample plans
- ☐ **Be specific with resources** — full book titles, app names, URLs. “Books” or “the internet” isn’t enough
- ☐ **Map real life to learning areas** — hobbies, sport, cooking and life skills all count

Exemptions from up to 7 of the 8 areas can be requested with justification — never all 8.

Step 3 — Apply (timing matters)

- ☐ **Email everything** to home.schooling@education.vic.gov.au as PDF or JPG
- ☐ **Keep your child enrolled** at school until approval — you can’t start home educating during assessment
- ☐ **Allow 28 days** — that’s the legal maximum for a complete application (often much faster)
- ☐ **Apply at least a month** before you want to start, or before your 5-year-old turns 6

Step 4 — After you're registered

- ☐ **Registration is ongoing** — just confirm continuation via VRQA's email each year, no annual re-application
- ☐ **~10% are reviewed each year** — chosen at random; desktop (email) or phone/video review
- ☐ **Keep evidence as you go** — journals, work samples, photos, app progress, activity notes per learning area
- ☐ **Reviews check the program**, not your child's results — regular instruction across the 8 areas is the test

Feeling overwhelmed by the planning and reporting part?

Access Learning Australia creates daily, Australian-curriculum-aligned plans and keeps your evidence organised for reporting — free forever, no card required.

accesslearningaustralia.com