



# EMERALD SECONDARY COLLEGE

## EXTERNAL PROVIDERS POLICY

### RATIONALE

Emerald Secondary College provides a comprehensive and challenging curriculum for all students. To support and enrich a learning program, students are able to access learning in a variety of settings. These include studying a VETiS subject at a registered training organisation (RTO) such as a TAFE, Institution or another secondary school.

This policy outlines the College's responsibility for partnership, student learning and duty of care where the College shares responsibility for a senior secondary course with another provider.

This policy is developed from the DET *Guidelines for Government Schools Purchasing Senior Secondary Education and Training from External Providers*. This policy should be read in conjunction with the College Teaching & Learning Policy, Curriculum Policy and Child Safe Policy.

### AIM

In order to ensure the VETiS program meets the needs of students, the College will use the College course counselling and MIPS programs to

- ensure that the VET units of competency and qualifications to be delivered meet the requirements of the student's VCE or VCAL program
- provide accurate advice to its students on the amount and level of credit to be awarded in the VCE or VCAL upon satisfactory completion of the VET units
- ensure the training programs are appropriate to the age and maturity of the students; and
- ensure that any contract with the RTO accurately reflects the delivery arrangements and division of responsibilities between the RTO and the school.

### IMPLEMENTATION

#### **Contracts & Accountabilities**

- The College will use contract templates and advice provided by DET, which contain clauses to cover duration, course components and qualifications, resources and facilities, roles and responsibilities, processes for communication and communication of results, OH&S, and processes for ensuring compliance with the *Working with Children Act 2005*, responsibilities for insurance and indemnity, and funding
- When the College is purchasing 100% of a VCAL course from an external provider which is entirely offsite, the College will use the Standard Community VCAL Contract
- When arrangements exist between two government schools the relevant DET contract will be used.
- The College may purchase the delivery of education and training from other VRQA registered and VCAA authorised providers, such as a student studying VETiS courses through TAFE or another RTO.
- When purchasing senior secondary education and training services, the College will have a written contract with external providers to ensure the external providers meet their accountabilities.

- A register of these contracts will be kept at the College and maintained and overseen by the College VET Leader.
- The College will stipulate in the contract with an external provider that the teaching staff are appropriately qualified for the curriculum being delivered, and that they have satisfied the Working with Children Check and registration requirements.
- The College will stipulate in their contract with an external provider that the students have access to physical facilities which meet building regulations, occupational health and safety requirements, discrimination, harassment and bullying.
- Schools should stipulate in their contract with an external provider that the students are provided with adequate learning resources relevant to the program being undertaken.
- When purchasing the delivery of senior secondary education and training from external providers, the College retains accountability for its enrolled students.
- When schools purchase the delivery of VET from external Registered Training Organisations (RTOs), the RTO is responsible for the quality of training. This applies regardless of whether the delivery takes place on the school site or off the school site.
- For contracts between schools and RTOs, the RTO is responsible for compliance with the standards under the Australian Quality Training Framework (AQTF). RTOs must meet the standards to deliver and assess nationally recognised training and issue nationally recognised qualifications.
- The College does not have to enter into a written agreement with an RTO for the delivery of the VET qualification undertaken as part of an SBAT. Schools provide acknowledgement of the SBAT through signing the Training Plan.
- The school remains responsible for ensuring that all staff employed (or engaged as a contractor) by external providers contracted by the school meet the requirements of the *Working with Children Act 2005*.

#### **Duty of Care**

- Where the College enters into an agreement with an external provider to deliver senior secondary curriculum, the College retains a duty of care towards their enrolled students.
- The College will be satisfied that reasonable steps have been taken to protect students in their care from risks of injury that are reasonably foreseeable. This may include inspection of the premises, making enquiries about the risk other students pose to the student, understanding supervision provisions, agreed communication processes for changes to risk to students
- The College will require written acknowledgement from the student and the student's parents that they have been informed by the school that the principal and school council will not be supervising students whilst they are undertaking education and training at the premises of an external provider, or travelling to such providers; and
- inform parents that a written agreement exists between the school and the external provider for the provision of the education and training that staff have appropriate qualifications and criminal records checks
- The College does not have a duty of care to students whilst a student is undertaking Structured Workplace Learning, or whilst a student is employed as an apprentice under a School Based Apprenticeship or Traineeship which has been endorsed by the principal. However the College will take reasonable steps to ensure the student is appropriately prepared for the placement.

#### **REVIEW CYCLE AND EVALUATION**

This policy was created August 2018 and is scheduled for review every three years.