

ST EUPHEMIA COLLEGE

YEARS 9-12



EXTERNAL PROVIDERS

POLICY

2014

1. Policy Statement

This Policy relates to the study of Board Developed Courses or Board Endorsed Courses for the Record of School Achievement (ROSA).

2. Applicability

This policy applies to all teachers, students, parents and caregivers of St Euphemia College.

3. Context/Rationale

When the professional learning opportunities provided within the School cannot address an aspect of the School's professional learning needs they can be complemented by the use of external providers.

An External Provider is any organisation that the College has entered into an arrangement with, to deliver Board Developed or Board Endorsed Courses. Such courses may take place on or off School premises.

External providers may include:

- a government or registered and accredited non-government school
- the Open High School (languages)
- Distance Education Centres
- OTEN
- Department of Education and Communities' Saturday School of Community Languages
- TAFE NSW
- Registered Training Organisations (RTOs).

4. Roles and Responsibilities

Responsibility of the Principal/Delegated Authority

The Principal/Delegated Authority is expected to:

- ensure the External Provider meets all the child protection and welfare responsibilities
- ensure the External Provider has relevant experience and qualifications
- ensure the External Provider follows Board Developed or Board Endorsed Courses
- receive a written report and advise students on how to proceed where the performance is not satisfactory
- receive and review a written grade/competency outcome report from the School or External Provider where the course is studied
- select a Mentor who is familiar with the course.

Responsibility of the Mentor

The Mentor is expected to:

- ensure relevant scope and sequences and teaching programs are given to the student
- organise time and supervision requirements for assessments and examinations to be completed
- follow up on work which is not being sent to the student by the External Provider
- ensure the student is completing work and sending it to the External Provider
- review student written grade/competency outcome reports
- review and discuss the student's progress and application.

Responsibility of the Careers Coordinator

The Careers Coordinator is expected to:

- ensure the student is properly enrolled in TAFE
- monitor the work he/she is doing
- keep track of student's attendance
- liaise with TAFE if issues arise regarding progress, attendance, etc
- arrange for assessments and examinations.

Responsibility of the Parents and Caregivers

The Parents and Caregivers are expected to:

- cover the cost of courses provided by external providers
- be responsible for organising means of travel to and from the External Provider

Responsibility of Students

The Students are expected to:

- ensure they are punctual to classes when they are off site
- ensure work is sent to the External Providers as required
- discuss with the Mentor, Careers Coordinator or Principal if they are experiencing problems with the External Provider or the course requirements
- Report any incidents that may occur during travelling to and from the External Provider.

5. Monitoring, Evaluation and Reporting Requirements

A written report will be required from the provider once a term, to indicate the performance of the student. Should it become evident that the student is unlikely to satisfy the requirements of the course, the School and the parents and caregivers must be notified in writing and appropriate follow up measures undertaken. If the provider does not supply the necessary report, the School will contact the provider within one week of the lapsed date.

Grades or competency outcomes will be determined by the School or institution where the course is being studied. The principal of the school or institution will submit the grades using Schools Online and process any requests or appeals for further consideration.

The provider should know that the quality of the work will be evaluated by the College. The assigned Mentor or the Careers Adviser should monitor the work being undertaken to ensure that the provider is responding to the participants' learning needs within the agreed scope and conditions of the work. The program or service should also be evaluated in terms of the quality of the service provided.

6. Policy Review

This Policy will be evaluated and updated as required.