

# **ST EUPHEMIA COLLEGE**

**YEARS 9-12**



## **EXTERNAL PROVIDERS PROCEDURES**

**2014**

## **External Providers - Procedures**

The External Providers used by St Euphemia College are predominantly the Department of Education and Communities Saturday School Community Languages, Open High School and TAFE.

The following procedures apply:

- the External Provider needs to certify that the school or institution meets all child protection and welfare responsibilities
- the External Provider must supply to St Euphemia College a scope and sequence for the course provided. The External Provider must also demonstrate an appropriate teaching and learning program, consistent with the relevant and current Board of Studies syllabus
- the External Provider must have devised an appropriate assessment schedule, including the nature, timing and weighting of tasks. Details of student notification and task feedback must also be provided
- an accurate attendance roll must be maintained, and a paper copy sent to the School at the end of every term
- students are to sign out at the Administration Office before any travel to an External Provider.