



# ST PIUS X COLLEGE

## CHATSWOOD

### **EXTERNAL PROVIDERS AND OUTSIDE TUTORS POLICY**

#### **EXTERNAL PROVIDERS**

Students of St Pius X College may apply to study courses that are offered by external providers in the absence of the courses being offered by the College or a suitably qualified teacher being available in the school to deliver that course or the student having a subject clash in their subject choices.

#### **Definition of an external provider:**

Any organisation that St Pius X College has entered into an arrangement with to deliver a specific course of study that is part of the curriculum as described by Parts 1, 3, 7 and 8 of the Education Act to a student or students enrolled at the College.

These organisations will be limited to:

- another registered school
- a government school including – the Open High School
- Distance Education Centres
- Open Training and Education Network (OTEN)
- Saturday School of Community Languages
- TAFE Colleges
- Registered Training Organisations (RTOs)
- other external providers with appropriate scope of registration, qualifications and expertise.

At the commencement of each Academic Year, the Curriculum Administration Coordinator under the supervision of the Assistant Principal - Teaching and Learning will identify students enrolled at the College who are applying to undertake courses of study through an external provider.

These students will be entered on the College's Register of External Providers (See Appendix 1).

The Register of External Providers will record the following processes to ensure the College fulfils its responsibilities to the student and to ensure that all of the registration requirements that are relevant to that mode of delivery by the external provider are met:

- Recording of student name and student code
- Identification of the external provider
- Identification of the intended course of study
- Ensuring that external providers are:
  - regulated by NSW Government Department of Education and Communities (e.g. TAFE, Saturday Language School, Open High School), or
  - regulated by VETAB (e.g. VET private providers), or
  - registered by Board of Studies (e.g. other non-government schools)

- Ensuring that external providers are regulated in relation to compliance with the *Child Protection (Working with Children) Act 2012* in relation to each person in child-related work as defined by the *Child Protection (Working with Children) Act 2012*
- Ensuring the suitability of the external provider to deliver the course, including, where relevant, evidence of certification of the provider(s) by appropriate agencies
- Determination that the outsourced courses comprise a minority of the student's overall pattern of study for each Stage of learning, unless the BOSTES' approval has been obtained to outsource more than a minority of each student's overall pattern of study. A minority of their subjects in this case means no more than two subjects in their Stage 5 pattern of study or four (4) units of study in their Preliminary or HSC pattern in total being studied through either an outside tutor and/or external provider. The student's Stage 5 or HSC Confirmation of Enrolment will indicate that the student is studying only a minority of subjects through an outside tutor and/or external provider.
- When necessary, keeping written statements from the external provider that the course will be taught in accordance with the BOS Syllabuses and assessed according to the requirements of the ACE manual.
- That the College and the external provider have entered into a Memorandum of Understanding that identifies the respective responsibilities of the school and the provider, including the following:
  - The external provider will be required to provide the College with a report for the student according to the provider's reporting process.
  - The external provider will be responsible for the entering of a student's grades for the RoSA and assessment marks for the HSC on the Board of Studies eBOS schools online site.
  - The external provider will inform the College as soon as it becomes aware that the student is not participating with due diligence
  - The external provider will inform the College if the student is at risk of not completing the course
  - The College will inform the external provider if the student is experiencing issues that may affect the students participation in the course
  - The College will inform the external provider that the student has ceased enrolment at the College
  - Arrangements or agreements for external examinations

Approval by the College for a student to complete a course of study provided by an external provider will only be granted once these processes have been completed and verified.

### **Responsibility for the safety and welfare of students**

The school acknowledge its responsibility to ensure overall responsibility for the safety and welfare of students undertaking courses with an external provider and all College policies in this area continue to apply.

### **Monitoring of Requirements**

In alignment with the College's reporting timeline, the Curriculum Administration Coordinator in consultation with the Careers Advisor will seek progress reports for each student from the relevant provider.

The Curriculum Administration Coordinator will review the College's Register of External Providers at the commencement of each Academic Year to ensure that all of the above requirements will continue to be met for the course of study delivered by each external provider.

### **Issues to do with external providers:**

In the event of any complaints or concerns being raised by the student, their parent, another person or by an external provider the Curriculum Administration Coordinator will investigate these issues with the appropriate person/s. Findings related to the issues are to be provided to all parties where appropriate. This may include contacting the external provider, the class teacher, their supervisor or other people as required. At all times "procedural fairness" is to be followed as set out in the College's discipline policy and in the College's grievance policy.

## Outside Tutors

Students of St Pius X College may apply to study courses that are offered by an Outside Tutor in the absence of the courses being offered by the College or a suitably qualified teacher being available in the College to deliver that course or the student having a subject clash in their subject choices.

### Definition of an Outside Tutor

A person other than a teaching staff member of the College, whom the College has approved to deliver a specified course that is part of the curriculum as described by Parts 1, 3, 7 and 8 of the Education Act to students enrolled in the College.

The delivery of such a course may take place on College premises or at premises other than the College's premises. The outside tutor may deliver the course to students during or outside school hours.

At the commencement of each Academic Year, the Curriculum Administration Coordinator under the supervision of the Assistant Principal - Teaching and Learning will identify students enrolled at the College who are applying to undertake courses of study through an outside tutor. These students will be entered on the College's Register of Outside Tutors (See Appendix 2).

The Register of Outside Tutors will record the following processes to ensure the College has taken all reasonable steps to ensure that each tutor has the capacity to teach the course; ensuring that by engaging the services of an outside tutor, the school remains in compliance with the *Child Protection (Working with Children) Act 2012* in relation to each person in child-related work as defined by the *Child Protection (Working with Children) Act 2012*; and the College fulfils its responsibilities to the student and to ensure that all of the registration requirements that are relevant to that mode of delivery by the outside tutor are met:

- Recording of student name and student code
- Identification of the outside tutor
- Identification of the intended course of study
- Verify an outside tutor's capacity to teach a course by obtaining certified documentation of qualifications and/or evidence of relevant experience and/or expertise.
- Records of referee checks including the date, name of the referee, their relationship to the outside tutor, the outcome.
- Assessing the capacity of the outside tutor by analysing the Scope and Sequence, Assessment Outline and Teaching Program for the intended course of study.
- A signed and dated declaration by the Principal (or equivalent) or an appropriate person with the principal's (or equivalent's) delegated authority that a working with children check clearance has been obtained under the *Child Protection (Working with Children) Act 2012* in relation to the outside tutor and the outcome of that process
- Determination that the outsourced courses comprise a minority of the student's overall pattern of study for each Stage of learning, unless the BOSTES' approval has been obtained to outsource more than a minority of each student's overall pattern of study. A minority of their subjects in this case means no more than two subjects in their Stage 5 pattern of study or four (4) units of study in their Preliminary or HSC pattern in total being studied through either an outside tutor and/or external provider. The student's Stage 5 or HSC Confirmation of Enrolment will indicate that the student is studying only a minority of subjects through an outside tutor.
- Keeping written statements from the outside tutor that the course will be taught in accordance with the BOS Syllabuses and assessed according to the requirements of the ACE manual.
- That the College and the outside tutor have entered into a Memorandum of Understanding that identifies the respective responsibilities of the College and the tutor, including the following:

- The outside tutor will be required to provide the College with a report for the student according to the College's reporting process.
- The College will be responsible for the entering of a student's grades for the RoSA and assessment marks for the HSC on the Board of Studies eBOS schools online site.
- The outside Tutor will inform the College as soon as it becomes aware that the student is not participating with due diligence
- The outside tutor will inform the College if the student is at risk of not completing the course
- The College will inform the outside tutor if the student is experiencing issues that may affect the students participation in the course
- The College will inform the outside tutor that the student has ceased enrolment at the College
- Arrangements or agreements for external examinations

Approval by the College for a student to complete a course of study provided by an outside tutor will only be granted once these processes have been completed and verified.

### **Responsibility for the safety and welfare of students**

The College acknowledge its responsibility to ensure overall responsibility for the safety and welfare of students undertaking courses with an outside tutor and all College policies in this area continue to apply.

### **Monitoring of Requirements**

In alignment with the College's reporting timeline, the Curriculum Administration Coordinator in consultation with the Careers Advisor will seek progress reports for each student from the relevant tutor.

The Curriculum Administration Coordinator will review the College's Register of Outside Tutors at the commencement of each Academic Year to ensure that all of the above requirements will continue to be met for the course of study delivered by each tutor.

### **Issues to do with Outside Tutors:**

In the event of any complaints or concerns being raised by the student, their parent, another person or by an outside tutor the Curriculum Administration Coordinator will investigate these issues with the appropriate person/s. Findings related to the issues are to be provided to all parties where appropriate. This may include contacting the outdoor tutor, the class teacher, their supervisor or other people as required. At all times "procedural fairness" is to be followed as set out in the College's Student management and Discipline policy and in the College's Complaints Handling policy and procedures.

### **Policy Review**

**Last Reviewed: 15<sup>th</sup> June 2015**

**Approved by: Assistant Principal-Teaching and Learning**

**Renewal Date: 2017**



