

1. Purpose & Rationale

To provide breadth of curriculum and to meet the needs of students Sandringham College may enter into a partnership with external providers. Examples of such arrangements include: delivery of the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL), or other external providers offering programs with a focus on targeted education.

2. Policy Goals

This policy outlines the requirements for purchasing secondary courses and vocational training from external providers. To offer Vocational Education and Training (VET) Programs, schools often enter into arrangements with external providers to deliver part, or all, of the Victorian Certificate of Education (VCE), or the Victorian Certificate of Applied Learning (VCAL).

External providers may include:

- TAFE providers
- Private providers (RTOs)
- Registered schools, including both government and non-government that are also RTOs, and
- Learn Local providers that are also RTOs.

3. Implementation

3.1. Guidelines

Schools have primary responsibility for the delivery of senior secondary curriculum to their enrolled students. Where external providers are used the following guidelines will apply:

- To offer Vocational Education and Training (VET) programs, schools must enter into contractual arrangements with Registered Training Organisations (RTOs) if the school is not a registered RTO themselves, or if the school is a registered RTO but is not registered to provide the particular program it is seeking to offer.
- All government schools entering into arrangements with RTOs must have a valid, signed contract or agreement with the RTO for the delivery of VET programs.

3.2. Supervision and Safety

3.2.1. School responsibilities

School staff owe a duty of care in relation to their students. This duty of care requires that school staff take active and reasonable steps to reduce risks of reasonably foreseeable injury to their students.

These steps will include:

- when engaging an RTO to provide a VET qualification and/or units of competency to students, the school principal must undertake due diligence and enquiries to ensure that the provider will deliver a suitable and quality program and has systems, policies, procedures and safeguards in place to ensure students are safe and supported while undertaking the VET qualification and/or units of competency. This includes ensuring that the RTO:

- is properly registered with the VRQA or ASQA and the VET qualification and/or units of competency is on their scope of registration
- can provide a suitable and safe premises for students
- can provide an adequate supervision of students
- has teaching staff that are appropriately qualified
- has obtained Working With Children Checks for staff that will be supervising students
- implements strategies to prevent workplace discrimination, harassment and bullying
- can appropriately manage student disabilities, medical needs (having been provided by the school with student medical and treatment information) and welfare issues
- has appropriate emergency management plans and procedures in place
- ensuring that the RTO signs a standard Contract or Agreement
- ensuring that the RTO provides appropriate preparation for students prior to the commencement of the VET qualification and/or units of competency (e.g. requiring that students undertake relevant Occupational Health and Safety training)
- implementing strategies to ensure that school staff can identify and address any incidents or issues that may arise while a student is undertaking the VET qualification and/or units of competency. This should include:
 - regularly checking in with students as to the progress of the VET qualification and/or units of competency and asking if they have any particular concerns
 - nominating a school staff member/s for the student to contact regarding any issues the student may experience with their VET qualification and/or units of competency
 - providing pastoral care and supports to address issues that may arise while undertaking the VET qualification and/or units of competency
- schools should also have a clear understanding of financial requirements and internal delivery of core responsibilities that continue (e.g. reporting, attendance, records management etc.)

3.2.2. RTO responsibilities

The RTO must:

- provide a safe place of training
- provide supervision of the student consistent with the RTO code of conduct
- ensure it understands and complies with its obligations under the Contracts and Agreements
- provide the student with information and support about the training requirements being undertaken
- ensure all trainers providing training services to the school have undertaken a satisfactory police records check and a satisfactory Working With Children Check under the [Worker Screening Act 2020 \(Vic\)](#), unless the RTO is satisfied that such person is exempt under the Act from a check
- ensure all trainers comply with the requirements under the standards for RTOs registered with VRQA or ASQA
- report any student absences to the school in the first hour of training delivery or as agreed between the parties

4. Monitoring & Review

This policy was last updated in November 2021. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

DET – Department of Education and Training

VET – Vocational Education and Training

VETiS – Vocational Education and Training in schools

6. References

This policy should be read in conjunction with the following policies:

Purchasing Secondary Courses and Vocational Training from External Providers

<https://www2.education.vic.gov.au/pal/purchasing-secondary-courses/guidance/accountabilities-schools-and-rtos-safety-wellbeing-and>

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Policy Reviewer	College Principal	Next Review Date	1 st May 2024
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<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input checked="" type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> Newsletter Article	