External Providers

Policy Scope
This policy relates to the staff at ACC Marsden Park Ltd.

Policy
The purpose of this policy is to show how the school determines the suitability of External Providers to deliver a course for a student.

Definition of an External Provider
An external provider is any organisation that the school has arranged to deliver a specified course of study that is part of the curriculum.

When does the school use an external provider?
1. The school will use an external provider when a Preliminary/HSC student and their parent indicate that they would like to study a course that is not currently offered by the school.
2. The Manager of Administration and the Academic Coordinator will consult with the Preliminary/HSC student and their parent to determine if an enrolment application will be made to the external provider on behalf of the student.
3. Prior to an application to the External Provider, the Manager of Administration and the Academic Coordinator will ensure that the external provider is suitable.

How does the school confirm the suitability of an external provider?
1. The Manager of Administration will confirm that the external provider complies 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.
   a. The Manager of Administration will request a copy of the external providers WWC policy.
2. The Manager of Administration will request a copy of the external providers registration and accreditation with BOSTES.
3. The Manager of Administration will request an agreement between the school and the external provider that outlines the roles and responsibilities of each school in the delivery of the course for the student.
4. The Manager of Administration will request a specific point of contact for the school in relation to the course that the student will be undertaking.

How does the school monitor the work of a student undertaking a course through an external provider?
1. The student undertaking the external course will complete the course either on-campus during a designated study period or at home.
2. The Academic Coordinator will input details of the external course into Quickschools so that the course is listed with student’s full list of subjects. In this process, the Academic Coordinator will also confirm that the course is a minority part of the overall student load.

3. The Academic Coordinator will add the the course to the student’s list of subjects

How does the school work with the External Provider to ensure the safety & welfare of the student?

1. When the student is studying the external course on-campus, the student is to study in the designated place for Preliminary/HSC students.

2. The student is to notify the Manager of Administration if the student is required to complete parts of the course at a location other than the school or at home.

Policy Review
On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version
4.0