



External Provider and Outside Tutor Policy

Policy Classification		
Policy Number:	Date of Origin: January 2016	By Whom: Principal
Policy Audience:	Review Dates: March 2016 June 2019	Next Review Date: June 2021
Policy Approval: This policy was approved by the Board, August 2019.		
This policy supersedes all previous policies relating to matters contained herein.		

1.0 Rationale

Students of Oakhill College may apply to study courses that are offered by an external provider and/or outside tutor 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.

2.0 Guiding Principles

- 2.1** An external provider is any organisation that Oakhill 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.

- 2.2** An outside tutor is 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.

3.0 Policy

- 3.1** Students Applying for Courses of Study Through External Providers /Outside Tutors At the commencement of each academic year, the Director of Student Learning under the supervision of the Assistant Principal – Curriculum will identify students enrolled at the College who are applying to undertake courses of study through an external provider and /or outside tutor. These students will be entered on the College's Register of External Providers and/or Outside Tutors (See Appendix 1 and 2).

- 3.2** The Register of External Providers and Outside Tutors
The Register of External Providers and the Register of Outside Tutors will record the following 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/outside tutor are met:

- 3.2.1. Recording of student name and student code
- 3.2.2. Identification of the external provider/outside tutor
- 3.2.3. Identification of the intended course of study
- 3.2.4. Ensuring that external providers are:

- regulated by NSW Government Department of Education and Communities (e.g.TAFE, Saturday Language School, Open High School)
- regulated by VETAB (e.g. VET private providers)

- registered by the NSW Education Standards Authority (NESA) (e.g. other non- government schools)
- 3.2.5. Ensuring the suitability of the external provider to deliver the course, including, where relevant, evidence of certification of the provider(s) by appropriate agencies
 - 3.2.6. Verify an external tutor's capacity to teach a course by obtaining certified documentation of qualifications and/or evidence of relevant experience and/or expertise
 - 3.2.7. Records of referee checks including the date, name of the referee, their relationship to the external tutor and the outcome of such checks
 - 3.2.8. Assessing the capacity of the external tutor by analysing the Scope and Sequence Statement, Assessment Outline, and teaching Program of the intended course of study
 - 3.2.9. A signed and dated declaration ensuring that each person in child related work in relation to the external provider and/or outside tutors has verified working with children clearance in relation to compliance with the *Child Protection (Working with Children) Act 2012*. At Oakhill College this is delegated to the HR Manager and the Director of Professional Learning)
 - 3.2.10. Determination that the outsourced courses comprise a minority of the student's overall pattern of study for each Stage of learning, unless NESA's 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 external provider and/or outside tutor
 - 3.2.11. Keeping written statements from the external provider and/or outside tutor that the course will be taught in accordance with the NESA Syllabuses and assessed according to the requirements of the ACE manual
 - 3.2.12. That the College and the external provider and/or outside tutor have entered into a Memorandum of Understanding that identifies the respective responsibilities of the school and the provider/tutor, including the following:
 - The external provider/tutor will be required to provide the College with a report for the student according to the provider/tutors reporting process
 - The external provider/tutor will be responsible for the entering of a student's grades for the RoSA and assessment marks for the HSC on NESA's *Schools Online* site
 - The external provider/tutor will inform the College as soon as it becomes aware that the student is not participating with due diligence
 - The external provider/tutor will inform the College if the student is at risk of not completing the course
 - The College will inform the external provider/tutor if the student is experiencing issues that may affect the student's participation in the course
 - The College will inform the external provider/tutor that the student has ceased enrolment at the College
 - Arrangements or agreements for external examinations.

3.3 Approval for Students to Complete a Course of Study Provided by an External Provider/Tutor.

Approval by the College for a student to complete a course of study provided by an external provider /tutor will only be granted once the above processes in 3.2 have been completed and verified.

3.4 Responsibility for the Safety and Welfare of Students

The school acknowledges its responsibility to ensure overall responsibility for the safety and welfare of students undertaking courses with an external provider/tutor

and all College policies in this area continue to apply.

3.5 Monitoring of Requirements

3.5.1 In alignment with the College's reporting timeline, the Director of Student Learning in consultation with the Assistant Principal - Curriculum will seek progress reports for each student from the relevant provider/tutor.

3.5.2 The Director of Student Learning will review the College's Register of External Providers and Register of external 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 external provider/tutor.

3.6 Complaints and/or Concerns

In the event of any complaints or concerns being raised by the student, their parent, another person or by an external provider /tutor the Director of Student Learning 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/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 relevant College policies and procedures.

4.0 Procedures

5.0 Policy Review

The College Principal is to ensure that this Policy is monitored and reviewed.
Next review date is 2021.

6.0 Explanatory Notes and Definitions

7.0 Supporting Documents, Procedures and Guidelines

8.0 Appendices

Appendix 1 - Oakhill College Register of External Providers
Appendix 2 – Oakhill College Register of Outside Tutors

Appendix 1

Oakhill College Register of External Providers

Name of Student	Name of External Provider	Course Taught	Providers are Regulated/ Registered Appropriately (Tick)	The Course is a minority of the Student Program	Compliant 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 (Tick)	Written Statement re Teaching and Assessments (Location)	MOU

Appendix 2

Oakhill College Register of Outside Tutors

Name of Student	Name of Tutor	Course Taught	Evidence of qualifications and Experience Sighted (Tick)	The Course is a minority of the Student Program	Compliant 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 (Tick)	Written Statement re Teaching and Assessments (Location)	Program and Scope and Sequence	MOU