



## EXTERNAL EDUCATION PROVIDER POLICY

### 1 SOURCE OF OBLIGATION

The Victorian Registration Standards (sch 4 cl 12) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws.

The Victorian Registration Standards (sch 8 cl 3) require that:

- a) a senior secondary education provider must have policies and procedures in place that are consistent with any relevant legislation to ensure the care, safety and welfare of students and the provision of opportunities for students with special needs to access courses; and
- b) if two or more senior secondary education providers share the responsibility for providing an accredited senior secondary course or its components to a student, each of those providers must have procedures in place to identify and satisfy the legal duties owed to the student while the student attends, travels between or undertakes an excursion with the providers.

### 2 EXTERNAL EDUCATION PROVIDERS

An external education provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.

All External Education Providers engaged by the College are responsible for contributing to the safety and protection of children, taking into account the Child Safe Standards.

External education providers may include:

- another registered school such as:
  - Virtual School Victoria (formerly Distance Education Centre Victoria)
  - Vocational Education and Training
- TAFE Colleges
- Registered Training Organisations (RTOs)
- other external providers with appropriate scope of registration, qualifications and expertise.

### **3 ATTENDING AND TRAVELLING TO AN EXTERNAL EDUCATION PROVIDER**

If educational activities with an approved External Provider are conducted during usual school hours, then Minaret College will consider this as a Regular Off Campus Activity and prepare a yearly management plan as per our Excursions Policy.

Attending an external education provider outside normal school hours, for example Victorian School of Languages, is the responsibility of students and their parents/guardians.

### **4 IMPLEMENTATION**

Before an external education provider is approved, the College will ensure that:

- the external education provider is suitable to deliver the course(s), including, where relevant, evidence of certification of the provider(s) by appropriate agencies
- the external education provider complies with the provisions of the Working with Children Act 2005 (Vic)
- the external education provider is familiar with our Child Safe Policy and Child Safe Code of Conduct.

### **5 DOCUMENTATION**

Minaret College and the External Provider will sign an agreement, specifying the responsibilities of the College and the provider. Both, the College and the provider will maintain a list of students and their respective courses.

### **DOCUMENT CONTROL**

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