



St Mary & St Mina's Coptic Orthodox College

"In Whom are hidden all the treasures of Wisdom and Knowledge"
(Colossians 2:3)

EXTERNAL PROVIDER POLICY and GUIDELINES

1. Policy

The College is required to meet requirements to maintain NESAs registration and accreditation. The College is committed to ensuring the safety and welfare of our students and complying with Child Protection legislation. The College is also responsible for ensuring that external providers are able to and can continue to deliver courses that meet NESAs requirements to enable students to be eligible for Record of School Achievement (ROSA) and Higher School Certificate (HSC) awards. St Mary and St Mina's College offers external study to students to improve their pattern of study. The College has a small stage 6 and cannot offer a wide range of subjects therefore not always meeting the needs of students. By using external providers the student can remain in the College and complete a pattern of study that suits their ability level.

2. PURPOSE:

The purpose of the External Providers Policy and Procedures' is to ensure that NESAs requirements are met for students to be eligible for the Record of School Achievement (ROSA) and Higher School Certificate (HSC) award.

3. OBJECTIVES:

The objectives of the External Providers Policy and Procedures' are to:

- Outline NESAs eligibility requirements
- Communicate and inform staff, parents and students of the requirements
- Ensure the safety and welfare of students in accordance with Child Protection compliance requirements
- Ensure appropriate student record keeping
- Ensure certification of the external provider to deliver the course
- Agree to responsibilities of the College and the external provider
- Provide procedures to ensure course delivering requirements are being met

4. STRATEGIES / PROCEDURES:

4.1 Outline NESAs, ROSA & HSC eligibility requirements

According to NESAs registration and accreditation requirements registered schools may access external providers to deliver courses of study to students enrolled at the College. An external provider is an organisation the College has arranged to deliver a specified 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 enrolled at the College.

The College needs to ensure that the courses outsourced comprise a minority of each student's overall pattern of study (except with NESAs approval to outsource more than a minority of courses for a student or group of students). The College defines a 'minority' of a student's pattern of study as the College will remain the primary agency to deliver curriculum courses for students. An individual student may only select to undertake a maximum of four units provided by the external provider, thereby being a 'minority' of a student's pattern of study'.

4.2 Communicate and inform staff, parents and students of the requirements

Students are provided with information regarding available curriculum based courses conducted by external providers. Interested students are referred to the Director of Studies to discuss course options. The College also has a coordinator of External Courses who has the responsibility of supervising students and connecting with external providers to monitor the progress of these students.

- SDE send emails to the coordinator with information about the progress of students, they send semester reports and the coordinator also checks with the students studying at SDE on a regular basis each term. If students fall behind SDE calls the coordinator and informs him of any problems.
- NSW School of Languages emails the coordinator on the progress of the students and events related to the course. He is also contacted if students miss phone lessons and the coordinator receives reports each semester for all students.
- Saturday School for Community Languages send reports each semester. Each term the coordinator calls the administration of Saturday school to check on the progress of students.
- OTEN does not send information to the home school, however, the coordinator checks on the progress of students at OTEN and TAFE (VET courses) each term.

These guidelines provide information for staff, parents and students to inform them of NESAs requirements. It also describes the College's and external provider's responsibilities in the delivery of curriculum based courses. The guidelines assist with ensuring compliance by both the College and external provider to enable students to be eligible for ROSA and HSC awards.

4.3 Ensure the safety and welfare of students in accordance with Child Protection compliance requirements

The College is responsible for ensuring the safety and welfare of the students while enrolled at the College. External providers accessed by the College will be agencies that comply with Child Protection (Working with Children) Act 2012 in relation to each person directly involved in the delivery of an outsourced course.

4.4 Ensure appropriate student records keeping

The coordinator of external courses will maintain records and documentation of students who are undertaking courses that are delivered by external providers. Records will be maintained in hard copy in the student file.

4.5 Ensure certification of the external provider to deliver the course

The College will assess the suitability of external providers that are accessed to deliver courses to students. Where it is deemed necessary, evidence of NESAs accreditation of the external provider will be sought prior to engaging their services.

4.6 Agreement responsibilities of the College and the external provider

The College will be responsible for ensuring that all the registration requirements that are relevant to the mode of delivery are met. The College will remain primarily responsible for the student. Each external provider will be responsible in relation to the specified course/s, for the delivery of a NESA approved curriculum, including the programming of the appropriate syllabus document/s, the ongoing assessment and reporting procedures and the professional competency, performance and development of their respective teachers. The teacher conducting the course will be responsible for the students' learning and achievement within their respective course.

The overall welfare of an individual student is the responsibility of the College therefore; the students will be monitored and supported by the Coordinator of External Courses. Any welfare issue beyond the student's learning progress and behaviour in relation to the specific course should be referred to the College by the external provider to ensure overseeing the student's welfare.

Each external provider will be responsible for ensuring there is compliance with the *Child Protection (Working with Children) Act 2012* and *Workplace Health and Safety Act 2011* in relation to each person directly involved in the delivery of a specified course.

4.7 Procedures to ensure course delivering requirements are being met

The College will ensure that NESA course requirements are met by external providers so that students will be eligible for ROSA and HSC awards. This will be achieved by engaging the services of external providers that are government agencies such as the NSW School of Languages, TAFE, OTEN or other agencies accredited by NESA.

5. RELATED LEGISLATION, EXTERNAL DOCUMENTS AND WEBSITE

REFERENCES: (This reference section will be revised after NESA make changes to their website)

- 5.1 Assessment Certification and Examination (ACE) Website 2013 – Board of Studies NSW
www.boardofstudies.nsw.edu.au
- 5.2 Education Act 1990 (NSW)
- 5.3 Registered and Accredited Individual Non - Government Schools NSW Manual – Section 3: 3.2 Staff 3.2.3 - Board of Studies - NSW 2013. Website: www.boardofstudies.nsw.edu.au
- 5.4 HSC Assessment in a Standards – Referenced Framework – A Guide to Best Practice Board of Studies - NSW 2003. Website: www.boardofstudies.nsw.edu.au
- 5.5 Ombudsman Act 1974 (as amended by Child Protection Legislation Amendment Act 2003)
- 5.6 Commission for Children and Young People Act 1998 (as amended by Child Protection Legislation Act 2003)
- 5.7 Child and Young Persons (Care and Protection) Act 1998
- 5.8 Child Protection Legislation Amendment Act 2003
- 5.9 Child Protection (Working with Children) Act 2012
- 5.10 Child Protection (Offenders Registration) Act 2000
- 5.11 NSW Commission for Children and Young People – Website: www.kids.nsw.gov.au
- 5.12 WH&S Act 2011
- 5.13 Working with Children Check Policy – Dept of Education and Training - Website: www.det.nsw.edu.au
- 5.14 Child Protection in the Workplace – Responding to Allegations Against Employees – 3rd Edition June 2004 – Website: www.ombo.nsw.gov.au

