



ST STANISLAUS' COLLEGE BATHURST

External Providers for HSC Courses

Policy & Procedures

Intended Audience: College Employees, College Community

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Contents

1. Introduction	1
1.1 Policy Statement	1
1.2 Policy Purpose	1
1.3 Policy Principles	1
1.4 Policy Scope	1
1.5 Record Keeping	1
1.6 Related Policies	1
2. Definition of an external provider	2
3. Policy Procedures	2
3.1 Identification and Enrolment of Students	2
3.2 Responsibility for the safety and welfare of students	3
3.3 Monitoring of requirements	3
3.4 Issues to do with external providers	3

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1. Introduction

St Stanislaus' College Bathurst is a day and boarding school for boys in Years 7 to 12. The College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school in a welcoming, caring environment where all our students are supported and challenged to do their best.

As a Catholic School in the Vincentian tradition, education at the College is underpinned by the below College values.



1.1 Policy Statement

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

1.2 Policy Purpose

Students of the College may apply to study courses that are offered by external providers in the absence of the courses being offered by the College or a suitably qualified teacher being available at the College to deliver that course or the student having a subject clash in their subject choices.

1.3 Policy Principles

This policy sets out to ensure that all students of the College can have access to courses which will enable them to reach their HSC goals.

1.4 Policy Scope

This policy applies to all external providers engaged by the College, and staff and HSC students of the College.

1.5 Record Keeping

All records pertaining to the provision of external providers and courses studied will be held by the Dean of Curriculum, Compliance and Analytics.

1.6 Related Policies

- Complaints and Grievances Handling Policy and Procedures
- Child Protection Policy and Procedures

2. Definition of an external provider

An external provider is defined as any organisation which the College has entered into an arrangement with to deliver a specific course of study that is part of the curriculum as described by Sections 1, 3, 7 and 8 of the *Education Act 1990* to a student or students enrolled at the College.

These organisations will generally be:

- Dubbo School of Distance Education;
- NSW School of Languages;
- Finigan Distance Education;
- Sydney Distance Education High School;
- TAFE NSW;
- Registered Training Organisations (RTOs);
- Other external providers with appropriate scope of registration, qualifications and expertise.

Each provider is responsible for providing a suitably qualified and experienced teacher to teach each course and be compliant with the *Child Protection (Working With Children) Act 2012*.

The College will ensure the suitability of the external provider to deliver the course, including, where relevant, sighting evidence of the certification of the provider(s) to deliver the relevant course.

3. Policy Procedures

3.1 Identification and Enrolment of Students

The Dean of Curriculum, Compliance and Analytics will work with students as part of their Subject Selection processes to identify courses of study which may need to be undertaken by an external provider. The process of enrolment into such courses will begin in the year preceding the commencement of the course.

A register of external subject students will be maintained by the Dean of Curriculum, Compliance and Analytics, in conjunction with the Careers Advisor who coordinates the placement of students in SBAT courses. This register will include the following information:

- Student NESAs number;
- Student name;
- Provider;
- Course.

The College will make a determination to ensure that the outsourced courses comprise a minority of the student's overall pattern of study for each Stage of learning, unless the NESAs 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 outside tutor and/or external provider.

Where necessary, the College will keep written statements from the external provider that the course will be taught in accordance with the NESAs Syllabuses and assessed according to the requirements of the ACE manual.

The College and the external provider will enter into a Memorandum of Understanding that identifies the respective responsibilities of the school and the provider, including the following:

- The external provider will be required to provide the College with a report for the student according to the provider's reporting process;
- The external provider will be responsible for the entering of a student's grades for the RoSA and assessment marks for the HSC on the NESAs Schools Online site;
- The external provider will inform the College as soon as it becomes aware that the student is not participating with due diligence and will communicate if an 'N' Warning letter is to be issued to the student;
- The external provider will inform the College if the student is at risk of not completing the course;
- The College will inform the external provider if the student is experiencing issues that may affect the students participation in the course;
- The College will inform the external provider that the student has ceased enrolment at the College;
- Arrangements or agreements for external examinations.

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

All projected costs for external provider courses will be outlined to parents and agreement to pay these costs will be received in writing from parents.

3.2 Responsibility for the safety and welfare of students

The College acknowledge its responsibility to ensure overall responsibility for the safety and welfare of students undertaking courses with an external provider and all College policies in this area will apply.

Students studying SBAT courses will participate in the mandatory work placement requirements each year and the College will support students to do so in a safe manner.

3.3 Monitoring of requirements

In alignment with the College reporting timeline, the Dean of Curriculum, Compliance and Analytics in consultation with the Careers Advisor, where relevant, will seek progress reports for each student from the relevant provider. The Dean of Curriculum, Compliance and Analytics will review the College Register of External Providers 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.

3.4 Issues to do with external providers

In the event of any complaints or concerns being raised by the student, their parent, another person or by an external provider the Dean of Curriculum, Compliance and Analytics 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, the class teacher, their supervisor or other people as required. At all times "procedural fairness" is to be followed as set out in the in the College *Complaints and Grievances Handling Policy and Procedures*.