



EXTERNAL PROVIDERS POLICY

PREAMBLE

St Patrick's College exists for the good of its students. Learning and teaching are organised to provide a breadth of educational experiences which challenge the creativity, initiative and ability of each student.

RATIONALE

While the College provides a diverse curriculum with a wide range of subjects available to students, a small number of students each year choose to study subjects which the College does not offer. These subjects are delivered by external providers.

An external provider is any organisation that the school has arranged to deliver a NESA course to students at the College. The College will only engage with external providers that are endorsed by NESA.

In enrolling students into a program of study that requires the use of external providers, the College ensures that the student is well suited to this mode of delivery. Students who have not demonstrated the ability to work independently are counselled extensively and, in some cases, strongly discouraged. All students are closely monitored once they have commenced courses.

PROCEDURES

Documentation of External Providers

Current documentation is required from an external provider before a student is enrolled in an external course.

Current providers include TAFE, NSW School of Languages, White House Institute of Design, Saturday School of Community Languages, Lismore Catholic Education Office, Sydney Distance Education High School and South Western Sydney Health.

Current documentation from all external providers confirms:

- The suitability of the provider to deliver the course.
- That the external provider complies with the *Child Protection (Prohibited Employment) Act 1998* in relation to each person directly involved in the delivery of an outsourced course.
- The respective responsibilities of the school and the provider.
- The procedures in place to ensure that NESA course requirements are being met and will continue to be met.

This documentation is kept on file with the names and study pattern of each student enrolled in an outsourced course.



It is the understanding of the College that the external providers will:

- Deliver the curriculum.
- Deliver and comply with the assessment policy and procedures of the ACE manual.
- Comply with State and Commonwealth reporting requirements and thereby provide a report to the student and the College.
- In Year 12, enter a final mark/grade for the student.

Number of Subjects studied through an External Provider / Definition of a "Minority" of a Student's Pattern of Study

- At St Patrick's College a student may study **one** course delivered by an external provider for the Record of School Achievement. Hence one course constitutes a "minority" of a student's pattern of study in Stage 5 (Years 9 and 10).
- A student may study no more than **two** courses delivered by an external provider for the Higher School Certificate. Hence two courses constitute a "minority" of a student's pattern of study in Stage 6 (Years 11 and 12).

Subject Selection Process

- When choosing elective subjects for Stage 5 (Years 9 and 10) in term 3 of Year 8 and for Stage 6 (Years 11 and 12) in term 2 of Year 10, students must indicate the outsourced course in their choice of subjects. The choices form must be signed by the student and her parents/carers.
- The Assistant Principal Learning and Teaching reviews the academic progress and study habits of each student who applies to undertake an outsourced course to ensure that the student is a good independent learner and that she understands the commitment required. All candidates will be carefully counselled.
- For Stage 5 a student may choose **one** outsourced course.
- For Stage 6 a student may choose a maximum of **two** outsourced courses.

Cost of an Outsourced Course

- The College will contribute to the cost of **one** outsourced course. If a student is accepted into two outsourced courses, the full cost of one of these courses must be met by the student's parents/carers.
- Full College fees will be paid by a student who chooses to study a course or courses outside the College.

Supporting Students studying through an External Provider

The Assistant Principal Learning and Teaching, Curriculum Administrator, Languages and Open High School Coordinator and Careers Advisor will act as supervisors and are responsible for the monitoring of students who complete courses from TAFE, NSW School of Languages, Sydney Distance Education High School, Saturday School of Community Languages and the online courses from the Lismore Catholic Education Office.

Likewise, students are provided with a mentor who has subject expertise where possible. These students are provided with the resources available to successfully fulfil the course requirements.



Monitoring and supporting the students involves the following:

- Monitoring the student's attendance on a regular basis.
- Meeting with students at least once a term to ascertain their level of application and achievement.
- Monitoring completion of work and feedback.
- Reviewing with students their reports on a semester basis.
- Noting samples of students' work at least once a term and more where necessary.
- Initiating communication with parents and students where necessary, such as sample warning letters and phone conversations.
- TVET/Careers Advisor also monitors any student completing industry based learning, contributing to the pattern of study for some school based traineeship students. These students are required to meet with their supervisor once a cycle.
- Providing space, technology, phone, textbooks and other resources as needed.
- Timetabling students to be supervised in a study environment.
- Providing students with a mentor at the College who has subject expertise where possible.
- Providing a College supervisor as extra support and to liaise with the service provider on the student's behalf.
- Host and provide appropriate venue for visiting teachers to deliver curriculum.
- Monitor student progress through reports.
- File reports in student file.
- Provide venue and supervision for formal assessments.
- Ensure that students are entered into appropriate courses on NESAs online.
- Provide correspondence to students in a timely manner.
- Support excursions and lessons as required.
- Support external providers to ensure that assessment requirements are met by the student.
- The external provider is required to notify the home school of a student's non-completion of course requirements. The home school is required to include all such students in their cohort in documentation returned to NESAs.

There is ongoing and regular contact from the College with the specified representative from the external provider to ensure that NESAs requirements are being met and will continue to be met.

The Assistant Principal Learning and Teaching and Curriculum Administrator are responsible to ensure that the student entries are correct in respect of external providers, for both NESAs entries and College records.