EXTERNAL PROVIDERS POLICY

Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people. This will be our primary focus of our care and decision making.

PURPOSE

This Policy relates to purchasing Senior Secondary Courses and Vocational Education and Training from External Providers.

The College Principal has overall responsibility for ensuring that the Responsibilities regarding External Providers, as outlined below, are met. The Principal may delegate particular aspects of these Responsibilities to other members of staff with relevant experience such as an Assistant Principal, Senior School Leader, Careers teacher or Business Manager.

SCOPE

To deliver the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL), schools often enter into partnership arrangements with External Providers. These External Providers may include:

- TAFE providers
- Private Registered Training Organisations (RTOs)
- Registered schools, including both government and non government, including those that are also RTOs
- Learn Local providers that are also RTOs
- Other non school providers delivering the VCE and the VCAL.

Government schools may choose to purchase part, or all (see note below) of their Senior Secondary Curriculum from External Providers for a nominated group of students.

Responsibilities and Accountabilities for Schools

Mount Eliza Secondary College is aware that it has the following responsibilities in relation to our enrolled students:

Responsibility 1:

Schools must be registered with the Victorian Registration and Qualifications Authority (VRQA) for the accredited Senior Secondary Courses (VCE and VCAL) that they provide and authorised by the VCAA to

deliver those courses. They may also purchase the delivery of education and training from other VRQA registered and VCAA authorised providers. Mount Eliza Secondary College ensures that when purchasing
Senior Secondary Education and Training services, that it must have a written Contract with External Providers to ensure they meet their accountabilities.

To deliver the VCE and the VCAL, schools often enter into partnership arrangements with External Providers. These arrangements must be governed by a Contract. Mount Eliza Secondary College will ensure that it has a Contract with each organisation providing education, training or assessment on its behalf and keep a register of these agreements. This Contract must outline the role of the school and of the External Provider in meeting the school's responsibilities and accountabilities. Schools must not engage an External Provider or enter into a written Contract without obtaining prior approval from their DEECD Regional Office.

When purchasing VET in Schools delivery, the Mount Eliza Secondary College Principal will ensure that the External Provider is registered as an RTO and has appropriate scope of Registration for the qualifications or competencies being provided.

A school Principal may check the registration status for a given provider by searching for their current status at either of the following links:

www.ntis.gov.au

www.vrqa.vic.gov.au/StateRegister/Search.aspx/Search

For the purchase of VET in Schools delivery from an external RTO a school is not required to have the approval of the DEECD Regional office.

Responsibility 2:

When purchasing the delivery of Senior Secondary Education and Training from External Providers, Mount Eliza Secondary College retains accountability for its enrolled students.

The College Principal has accountability in relation to the education and training of the school's enrolled students and these accountabilities still apply when an External Provider is delivering the curriculum.

The school's accountabilities include but are not limited to ensuring that:

- the use of school funding is appropriate
- the curriculum and delivery of education and training meets the appropriate standards
- staff are appropriately qualified, have VIT Registration if required, and have passed the required Working with Children Checks
- student outcomes are delivered as required under the School Accountability and Improvement Framework (SAIF)
- Careers and Transition support including the Managed Individual Pathways (MIPs) Program is provided (see Section 2.1)
- schools fulfil their Duty of Care to students
- students have access to adequate physical facilities and learning resources

Responsibility 3:

When schools purchase the delivery of VET from external Registered Training Organisations (RTOs), the RTO is responsible for the quality of training. This applies regardless of whether the delivery takes place on the school site or off the school site.

Students enrolled in the VCE or VCAL may undertake training in VET Certificates which may comprise individual units or a full VET Certificate. These Programs are referred to as 'VET in Schools'.

To deliver VET Programs, a provider must be an RTO. All TAFE institutions are RTOs. Some schools and ACE providers are also RTOs. Each RTO is registered to deliver a specific list of training qualifications (known as its Scope of Registration).

In order to provide VET in Schools Programs, schools must either seek to become an RTO themselves, or enter into a contract with an external RTO to deliver VET Programs.

The services purchased from the RTO by the school may include:

- training delivered at the RTO premises; or
- training delivered at the school premises; or
- a combination of these two arrangements.

For Contracts between schools and RTOs, the RTO is responsible for compliance with the standards under the Australian Quality Training Framework (AQTF). RTOs must meet the standards to deliver and assess nationally recognised training and issue nationally recognised qualifications.

The AQTF 2007 Essential Standards for Registration applies to all RTOs. The three essential standards state that RTOs must:

- provide quality training and assessment across all of the RTO operations;
- adhere to principles of access and equity and maximise outcomes for clients; and
- utilise management systems that are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates.

RTO performance is also continuously assessed against three quality indicators, including employer satisfaction, learner satisfaction and Competency Completion Rate. There are also nine conditions of registration which RTOs must comply with. Detailed information on RTO accountabilities under the AQTF are available online at:

http://www.training.com.au/portal/site/public/menuitem.b17c93f786f06888a392e51017a62dbc/

Although, the RTO has responsibility to comply with the AQTF standards, Mount Eliza Secondary College still has overall accountability for the Senior Secondary Programs undertaken by its enrolled students, including the VET components.

In order to meet its accountabilities, Mount Eliza Secondary College will:

- ensure that the VET Units of Competency and Qualifications to be delivered meet the requirements of the student's VCE or VCAL Program
- provide accurate advice to its students on the amount and level of credit to be awarded in the VCE or VCAL upon satisfactory completion of the VET units
- ensure the Training Programs are appropriate to the age and maturity of the students; and

- ensure that any Contract with the RTO accurately reflects the delivery arrangements and division of responsibilities between the RTO and the school.

Responsibility 4:

When schools purchase the delivery of services for non VET VCE and VCAL Curriculum from External Providers registered with the VRQA and authorised by the VCAA as Senior Secondary Providers, the External Provider is primarily responsible for the quality of the delivery of the services.
The VCE and the VCAL are primarily delivered by schools, but may also be delivered by other registered and authorised Senior Secondary Providers, that may include TAFE Institutions and other RTOs who are registered and authorised to do so. All Non school providers of the VCE or the VCAL Qualification must be registered with the VRQA and authorised by the VCAA as a Senior Secondary Provider if they are contracted to deliver 100% of the Senior Secondary Qualification.

Where a school contracts with a registered Senior Secondary Provider to deliver non VET Senior Secondary Curriculum, the registered and authorised Senior Secondary Provider is responsible for the Quality Assurance of the delivery. The school still has overall responsibility for the Senior Secondary Programs undertaken by its enrolled students.

VRQA registered and VCAA authorised External Providers delivering VCAL units are required to participate in the VCAA VCAL Quality Assurance Process and submit all Quality Assurance Templates by the due date. The Quality Assurance for the non-VET components of the VCAL is assessed against the VCAL standards rather than the AQTF. More information regarding VCAL Quality Assurance is available at:

http://www.vcaa.vic.edu.au/vcal/providers/quality/index.html

The delivery and assessment standards for the non VET components of the VCE are embedded in each of the individual VCE Study Designs. The VCE and VCAL Administrative Handbook provides comprehensive information on the rules, regulations and policies governing the delivery of the VCE and VCAL and is available online at

http://www.vcaa.vic.edu.au/schooladmin/handbook/2010/index.html

Responsibility 5:

Schools should stipulate in their Contract with an External Provider that the teaching staff are appropriately qualified for the curriculum being delivered and that they have satisfied the Working with Children Check and registration requirements.

Qualification and Registration Requirements

In determining Victorian Institute of Teaching (VIT) Registration Requirements, it is important to note the location for the delivery of the VCE, VCAL or VET in School Program.

Generally, teaching or training staff working in schools must be registered by the VIT. The VIT has a number of different categories of registration with different requirements for qualifications held and level of experience. The VIT requires applicants for registration to undergo a National Criminal History Records Check. More information on VIT Registration is available at:

http://www.vit.vic.edu.au

or by calling the VIT on (03) 8601 5800.

Delivery of VET Programs

The qualification requirements of RTO staff delivering VET Programs are covered under the AQTF. As part of the written agreement, schools must stipulate that the staff employed (or engaged as a contractor) by external providers contracted by the school meet these AQTF requirements.

Where the VET program is to be delivered on the school premises by contracted staff and the primary responsibility for the delivery of that program and the related assessment of students rests with thecontracted staff, then the contracted staff must have the appropriate VIT Registration. The minimum registration requirement is the VIT's Permission to Teach.

* Delivery of VCAL programs (non-VET)

Staff teaching VCAL units must have

either:

- appropriate VIT Registration, or
- an appropriate teaching qualification or the Certificate IV in Training and Assessment or equivalent competencies.

Where an External Provider is contracted to deliver VCAL on the school premises, and the primary responsibility for the delivery of that program and the related assessment of students rests with the contracted staff, then that staff member needs to be VIT Registered, or supervised by a VIT Registered teacher (but not those holding Permission to Teach).

Where any or all VCAL strands are delivered by External Providers off the school premises, the contracted staff must have an appropriate teaching qualification or the Certificate IV in Training and Assessment or equivalent competencies (if they are not VIT registered).

These requirements are outlined in the Standards for Registration as a VCAL Provider.

* Delivery of VCE Curriculum (non-VET)

Staff teaching VCE units must have teaching qualifications for the secondary sector and tertiary qualifications relevant to the subject they are teaching. Irrespective of location, staff teaching VCE units must have appropriate VIT Registration.

Working with Children Check

The school remains responsible for ensuring that all staff employed, or engaged as a contractor, by External Providers contracted by the school meet the requirements of the Working with Children Act 2005. This applies regardless of whether delivery occurs on or off the school premises. Staff who hold current VIT Registration are exempt from the requirement to obtain a Working with Children Check

Responsibility 6:

Schools should stipulate in their Contract with an External Provider that the students have access to physical facilities which meet building regulations and occupational health and safety requirements.

It is a condition of Registration for an RTO to hold Public Liability Insurance throughout its registration period and to comply with regulatory requirements relating to a range of matters including

Occupational Health and Safety (OH&S), Discrimination, Harassment and Bullying.

Responsibility 7:

Schools should stipulate in their Contract with an External Provider that the students are provided with adequate learning resources relevant to the program being undertaken.

The school must ensure that students attending training delivered by an external provider at an external site have access to the appropriate learning resources that are required for each program. This includes VCAA publications and resources such as VCAA Bulletins, VCE VET Program booklets and VCAL resources.
Where students are undertaking VET in Schools Programs with External Providers, the school should ensure that the student is provided with all relevant training materials and resources required for the training.

The Department of Education and Early Childhood Development's policy regarding parent payments for essential education items, optional extras and voluntary financial contributions is available at:

http://www.education.vic.gov.au/management/schooloperations/schoolcharges.htm

Note: Schools may only purchase all of their Senior Secondary Curriculum for the purpose of a Re-engagement Program. For more information on contracts for Re-engagement Programs, see Contract Arrangements

Mount Eliza Secondary College will ensure we meet our responsibilities and accountabilities when purchasing Senior Secondary Courses and Vocational Education and Training Services from External Providers.

Mount Eliza Secondary College will ensure that our purchasing process is consistent with the School Policy and Advisory Guide (SPAG) and the Student Resource Package (SRP) Guide.

Department Resources:

For more information, refer to the following documents:

- School Policy and Advisory Guide - Partnerships
- School Policy and Advisory Guide - Purchasing
- School Financial Guidelines
- Student Resource Package Guide - Vocational Education and Training in Schools (VETiS) (Reference 56)

Further Information

Schools must have a Contract or agreement with each organisation providing education and training services on its behalf.

The Department has developed and updated a range of new standard contracts and agreements that schools must use when purchasing Senior Secondary Courses and Vocational Education and Training from External Providers. The Contracts and agreements outline the role of the school and of the External Provider in
meeting each party's responsibilities and accountabilities. Examples of education and training services purchased from external providers include the delivery of VETiS Programs and the non-VET elements of the VCE and the VCAL.

VETiS Programs

All schools entering into arrangements for 2015 with RTOs for the delivery of VETiS must have a valid, signed Contract or agreement developed by the Department with the RTO for the delivery of VETiS Programs. The Contracts and agreements developed by the Department are listed below:

- Standard VETiS Purchasing Contract (docx - 840.24kb) – This Contract is required where a school is not an RTO, or the school is an RTO but does not have the VET qualification and/or units of competency on their scope of registration, and seeks to offer a particular VET qualification and/or units of competency to their students directly through an external RTO.
- Standard VETiS Auspicing Contract (docx - 828.98kb) – This Contract is required where the school is in a position to deliver some or all of the VET Qualification and/or Units of Competency to their
  students using their own staff and facilities, however the school is not an RTO, or the school is an RTO but does not have the VET Qualification and/or Units of Competency listed on their Scope of Registration.
- School to School VETiS Purchasing Agreement (docx - 845.41kb) (formerly referred to as Memorandum of Understanding) – This agreement is required where a government school enters into an arrangement to purchase a VET Qualification and/or Units of Competency from another government school, where the host school is also an RTO. This agreement is only valid when a government school purchases from another government school.
- School to School VETiS Access Agreement (docx - 795.07kb) (formerly referred to as Memorandum of Understanding) – This agreement is required where a government school enters into an arrangement to purchase a VET Qualification and/or Units of Competency from another government school and in these arrangements the host school is auspicing delivery from an RTO. This agreement is only valid when a government school purchases from another government school.

Purchasing Guidelines for the delivery of VETiS

- Purchasing Guidelines for the Delivery of VETiS (docx - 2.43mb) – This document provides a comprehensive guide on the range of standard Contracts and agreements that schools are required to use when entering into arrangements with RTOs for the delivery of VETiS.

Schools should use these Guidelines to understand their accountabilities and obligations when seeking to engage RTOs. The Guidelines also provide helpful suggestions on how schools should address issues of quality and value for money, Duty of Care arrangements for students, and the key planning issues that need to be considered when negotiating contractual agreements.

Webinar on VETiS Standard Contracts, Agreements and Purchasing Guidelines

The Department held a webinar on Tuesday 26 August 2014 to support schools to implement updated Standard Contracts, Agreements and Purchasing Guidelines. To access a copy of the webinar presentation, please see Webinar on VETiS Standard Contracts, Agreements and Purchasing Guidelines (pptx - 4.76mb). To access a copy of webinar questions and answers, please see Questions and Answers from the Webinar on VETIS Standard Contracts, Agreements and Purchasing Guidelines (docx - 37.16kb).

More Information

For assistance with queries relating to the new Contracts, Agreements and Purchasing Guidelines, please contact the relevant organisation as outlined below.

School Sector Organisation Contact details

- Government Secondary Reform, Transitions and Priority Cohorts Division, Department of Education and Early Childhood Development youth.transitions@edumail.vic.gov.au

Guidelines for Government Schools Purchasing Senior Secondary Education and Training from External Providers

https://edugate.eduweb.vic.gov.au/sc/sites/hume/Post_Compulsory/Shared Documents/purchasing-external-providers-gde.doc

Purchasing Senior Secondary Courses and Vocational Education and Training from External Providers

http://www.education.vic.gov.au/school/principals/finance/pages/purchasing.aspx

It is important for all schools to ensure that they meet their responsibilities and accountabilities when purchasing Senior Secondary Courses and Vocational Education and Training services from External Providers. Schools should ensure that their purchasing process is consistent with the School Policy and Advisory Guide (SPAG) and the Student Resource Package (SRP) Guide.

For more information, see:

- School Policy and Advisory Guide - Partnerships
- School Policy and Advisory Guide - Purchasing
- School Financial Guidelines
- Student Resource Package Guide - Vocational Education and Training in Schools (VETiS) (Reference 56)

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Principal
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