

POLICY AND PROCEDURES

EXTERNAL PROVIDERS POLICY

Date Approved:	4/12/2020
Date Effective:	1/01/2021
Scheduled Review Date:	11/11/2022
Policy Category:	Educational
Policy Owner:	Board Chairperson

1. Context

At times SEDA College WA (the College) may contract with external providers such as another school or a Registered Training Organisation (RTO) to deliver all or part of a qualification, or an organisation not registered as an education or training provider.

2. Application

This policy applies to programs offered to students enrolled at SEDA College WA.

3. Statement of Policy

To engage an external provider to deliver part or all of a specific program or qualification, it is preferable that a member of the College teaching staff is present during the undertaking of the activity. In such instances the College's Policies will apply, and the College staff member is able to carry out their duty of care.

Where it is not practical for a College staff member to attend, the College Board will consider entering into a contract with the provider, and in doing so they will consider and ensure appropriateness of:

- The need to utilise outside skills and expertise, and how this will contribute to student outcomes

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- The currency and status of relevant registrations of the third party eg RTO
- The location of delivery and nature of the activity
- The qualifications of staff involved
- Currency of Working with Children's Checks, and TRBWA registration
- Experience and skill of the staff involved
- The policies and procedures of the organisation and ensure they align with those of the College
- Capacity of the organisation to carry out the delivery of the activity or qualification
- Emergency and risk management strategies and planning
- Process for review of contract and termination clauses
- Clear financial and payment requirements
- Clearly links to the outcomes of the College and its students
- Clear setting out of responsibilities of both parties.

The College Board must satisfy itself that the proposed external organisation is able to carry out the activity or delivery of training in a manner that is consistent with the ethos of the College.

In the instance that the College Board deems it necessary to engage with an external provider such as an RTO for the delivery of curriculum the College will implement an agreement that ensures:

- The safety and welfare of students
- That appropriate teaching and learning policy and practise will be followed
- That student records and results will be adequately recorded and reported
- That relevant student learning outcomes will be met
- The privacy of student information is maintained as per the appropriate act and legislation.

The Western Australian Department of Education has samples of such agreements that the College may choose to utilise.

4. Referenced Documents

The following document is referenced in this policy:

- Student Supervision Policy.

5. Policy History

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Version	Policy Owner	Approval Date	Effective Date	Summary of Changes

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