

The Riverina Anglican College	Policy No. 3	
EXTERNAL EDUCATIONAL PROVIDERS To comply with 2012 RANGS Manual Sections 3.2.3 and 5.3.2	Effective: November 2009 Revised November 2012	Page 1 of 2

The Riverina Anglican College’s educational program includes at times, the outsourcing of particular courses/subjects to one or more external providers and the school remains primarily responsible for the student and the courses outsourced do comprise a minority of each student’s overall pattern of study (except with Board approval).

An external provider is any organisation that the school has arranged to deliver a specified course of study that is part of the curriculum as described Parts 1, 3, 7 and 8 of the Education Act to a student or students enrolled at the school. The delivery of such a course may take place on school premises or elsewhere.

External providers may include:

- Open High School–Distance Education Centres
- OTEN
- DET Saturday School of Community Languages
- TAFE Colleges
- Registered Training Organisations(RTOs)
- other external providers with appropriate scope of registration, qualifications and expertise.

The Riverina Anglican College maintains records of outsourced courses that:

- Demonstrate that each student’s overall pattern of study meets the Record of School Achievement or Higher School Certificate requirements.
- have a written statement from each external provider that the course is taught in accordance with the Board of Studies syllabuses.
- show for the Record of School Achievement and Higher School Certificate course a written statement that the assessment program for the course delivered by the external provider meets the requirements of the ACE Manual.

The Riverina Anglican College defines a ‘minority’ of a student’s pattern of study as less than 50% of the Units studied by a Stage 5 student or as no more than 3 courses of study studied by Stage 4 a student.

Evidence of compliance

The school maintains documentation that records:

- a) That any external provider accessed by the school complies with the *Child Protection (Prohibited Employment) Act 1998* (until such time as the provisions of the *Child Protection (Working with Children) Act 2012* are commenced, at which time the latter provisions are to apply instead) in relation to each person directly involved in the delivery of an outsourced course.
- b) The student(s) undertaking the course(s)
- c) The suitability of the external provider(s) accessed by the school to deliver the course(s), including, where relevant, evidence of certification of the provider(s) by appropriate agencies
- d) The agreement with each external provider including identification of the respective responsibilities of the school and the provider
- e) The procedures in place to ensure that the requirements are being met and will continue to be met for the course(s) of study delivered by each external provider.