



ALICE MILLER

Safety and Welfare of Students Learning with Another Provider Policy

This policy should be read in conjunction with

- 1) Student Wellbeing Policy
- 2) Mandatory Reporting and Child Protection Policy
- 3) Student Code of Conduct
- 4) Behaviour Management Policy
- 5) Attendance Policy

Rationale

The purpose of this policy and procedure is to outline the requirements for engaging secondary courses and vocational training from external providers

Alice Miller School holds primary responsibility for the delivery of senior secondary curriculum to our enrolled students.

To offer Vocational Education and Training (VET) programs, Alice Miller School may enter into contractual arrangements with Registered Training Organisations (RTOs) if the School is not registered to provide the particular program it is seeking to offer.

The School must have a valid, signed contract or agreement with the RTO for the delivery of VET programs.

External providers may include:

- TAFE providers
- Private providers (RTOs)
- Registered schools, including both government and non-government that are also RTOs, and
- Learn Local providers that are also RTOs.

The delivery of VET by an external provider

The School may enter into a purchase arrangement with an RTO on a 'fee for service' basis for the RTO to directly deliver the training and assessment of the VET qualification and/or units of competency to secondary students.

The RTOs can deliver the VET in a number of different settings:

- at the RTO site
- in the school or Trade Training Centre (TTC) or Trade Skills Centre (TSC)
- a combination of the above In some circumstances, schools can work collaboratively to develop partnership arrangements where they cluster for the purchasing of VET qualifications and/or units of competency from RTOs.

Auspice arrangements

In auspicing arrangements, the training and assessment of the VET qualification and/or units of competency are delivered by the School under the supervision of an RTO. The RTO is responsible for the issuing of qualifications and/or the 'statement of attainment', and must ensure that the school's training and assessment meets the requirements of VRQA or ASQA. Before establishing an auspicing arrangement, the School should consider if they can and want the VET qualification and/or units of competency to be delivered on its premises. It will be important to

consider if the school's premises meet the requirements for the delivery of the relevant certificate and that the RTO is able to auspice the VET qualification and/or units of competency. The RTO may assist in this regard by auditing school staff and facilities to consider opportunities for auspicings of identified units of competency.

Where an RTO auspicings the school's delivery of the VET qualification and/or units of competency, the teachers in the school who will deliver the program must have all of the following:

- hold either registration as a teacher or Permission To Teach (PTT) with the Victorian Institute of Teaching (see Education and Training Reform Act 2006 (Vic))
- hold Certificate IV in Training and Assessment (TAE40116) or an approved equivalent
- have the relevant vocational competencies at least to the level being delivered or assessed
- can demonstrate current industry skills directly relevant to the training/assessment being undertaken and
- continue to develop their VET knowledge and skills as well as their industry currency and trainer/assessor competence (see Standards for NVR Registered Training Organisations Section 15.4 and Australian Quality Training Framework — Essential Conditions and Standards for Continuing Registration Section 1.4)

An auspice arrangement can:

- provide sustainable delivery of the VET qualification and/or units of competency in a school's curriculum, with the teacher delivering within the school's existing timetable structure
- provide the opportunity to exchange ideas and agree to share expertise, effort, equipment, costs and resources for mutual benefit
- allow schools to host and deliver to students from other schools in their auspicings VET qualification and/or units of competency.

Roles and responsibilities

Student

- discusses aspirations, choices and relevance of the VET qualification and/or units of competency to their course of study with parent/carer and career adviser and subject teachers
- decides, together with their parent/carer and career adviser, which VET qualification and/or units of competency will form part of their course of study
- attends training as organised by the school and notifies the school and RTO (if applicable) of absences
- undertakes and completes the appropriate VET qualification and/or units of competency to the best of their ability, including any mandatory work placements

Parent/carer

- supports and assists their child to make appropriate and informed course and career choices
- gives permission for the student to undertake the VET qualification and/or units of competency, including any training outside of normal school hours and any required travel arrangements
- gives permission for the student to undertake and Structured Workplace Learning
- reports any absences to the school as required
- maintains communication to support the school and RTO with any issues during the VET qualification and/or units of competency
- in giving permission for the student to undertake the VET qualification and/or units of competency, provides details of any known medical condition which may affect the student and any medication or treatment which may be relevant, and gives consent to the release of any necessary health information in relation to the student by the Principal pursuant to the Health Records Act 2001 (Vic)
- makes any payments as required by the program

School

Before contracting the VET qualification and/or units of competency

- provides advice to the student in developing their career plan, including advice about the VET qualification and/or units of competency, course and RTO details
- where possible offers the VET qualification and/or units of competency on the basis of student aspirations and demand

- considers the advantages and disadvantages between purchasing and auspicing arrangements with an RTO for the delivery of the VET qualification and/or units of competency and selects the most optimal option/s
- checks that the RTO is registered with the VRQA or ASQA and has on their scope of registration the VET qualification and/or units of competency to be delivered negotiates individual arrangements with RTOs ensuring key deliverables can be provided within agreed timeframes
- chooses an RTO to contract based on market options, value for money and track record of quality delivery
- if the VET qualification and/or units of competency is a VCE VET Program, ensures the subject meets the VCE VET unit requirements
- checks the contribution towards the VCE or VCAL of the VET qualification and/or units of competency on VASS to ensure the student is eligible to complete their VCE or VCAL
- where the RTO is providing access to scored assessment, ensures the RTO clearly understands the associated responsibilities
- conducts a risk assessment and takes all reasonable steps to reduce risks in the provision of the VET qualification and/or units of competency
- informs the RTO of any student issues that need to be addressed to minimise health and safety risk while attending training, including medical information and treatment, and specific student needs
- provides the student with information on the VET qualification and/or units of competency
- provides a school staff member to regularly communicate with the student for ongoing pastoral and duty of care requirements
- develops a sustainable funding model using the Student Resource Package and targeted VET funding
- pays the invoice as issued by the RTO, with costs passed on to parents where relevant
- in instances where classes are discontinued and the arrangement with the RTO ceases, the school organises alternative arrangements with the support of the RTO

During delivery of the VET qualification and/or units of competency:

- arranges for appropriate SWL to match the VET qualification and/or units of competency being undertaken
- retains core responsibilities for the student including, duty of care, maintenance of records, reporting etc
- manages the contract and ongoing relationship with the RTO for the delivery of the VET qualification and/or units of competency

Registered Training Organisation (RTO)

Before contracting the VET qualification and/or units of competency:

- ensures registration with VRQA or ASQA and ensures that the VET qualification and/or units of competency to be delivered is on their scope of registration
- ensures the packaging of units of competency to be delivered within the VET qualification and/or units of competency are 'fit for purpose,' meet training package requirements, and are age appropriate for school students to undertake within a senior secondary certificate
- negotiates individual arrangements with schools ensuring key deliverables can be provided within agreed timeframes
- takes all reasonable steps to reduce risk in the provision of the VET qualification and/or units of competency
- provides a key contact person to regularly communicate with the school
- meets relevant standards as required by VRQA or ASQA
- notifies the school of attendance information and absences when there is delivery outside the school site

During delivery of the VET qualification and/or units of competency:

- engages with the school in an ongoing relationship under the contract
- delivers the VET qualification and/or units of competency under purchase or auspice arrangements
- is responsible for the assessment of and reporting on the student for the VET qualification and/or units of competency under purchasing arrangements (not auspicing arrangements) and ensuring assessment and reporting meets contractual obligations
- is responsible for the supervision of students undertaking VET at the RTO's site
- is responsible for issuing VET certificates or statements of attainment in a timely manner as indicated in the contract

- where the regular trainer is unavailable due to unforeseen circumstances, the RTO is responsible for organising alternative arrangements as follows:
 - where delivery is taking place at the school, RTO has the responsibility to arrange a replacement trainer. The replacement trainer should have the appropriate VIT registration of Permission To Teach. If the replacement trainer does not have VIT registration of Permission to Teach, they may attend class as a guest speaker under the supervision of a school teacher
 - where delivery is taking place at the RTO, the RTO has the responsibility to arrange a replacement trainer to take the class and supervise students

Accountabilities of schools and RTOs — Safety, wellbeing and engagement

The responsible parties in VET purchasing and auspicing arrangements have different duties in the safe planning and delivery of the VET qualification and/or units of competency including child safety standards. Schools and RTOs need to be aware of these accountabilities.

Duty of care — schools

School staff owe a duty of care in relation to their students. This duty of care requires that school staff take active and reasonable steps to reduce risks of reasonably foreseeable injury to their students. These steps will include:

- when engaging an RTO to provide a VET qualification and/or units of competency to students, the Principal/s must undertake due diligence and enquiries to ensure that the provider will deliver a suitable and quality program and has systems, policies, procedures and safeguards in place to ensure students are safe and supported while undertaking the VET qualification and/or units of competency. This includes ensuring that the RTO:
 - is properly registered with the VRQA or ASQA and the VET qualification and/or units of competency is on their scope of registration
 - can provide a suitable and safe premises for students
 - can provide an adequate supervision of students
 - has teaching staff that are appropriately qualified
 - has obtained Working With Children Checks for staff that will be supervising students
 - implements strategies to prevent workplace discrimination, harassment and bullying
 - can appropriately manage student disabilities, medical needs (having been provided by the school with student medical and treatment information) and welfare issues
 - has appropriate emergency management plans and procedures in place • ensuring that the RTO signs a standard Contract or Agreement
- ensuring that the RTO provides appropriate preparation for students prior to the commencement of the VET qualification and/or units of competency (e.g. requiring that students undertake relevant Occupational Health and Safety training)
- implementing strategies to ensure that school staff can identify and address any incidents or issues that may arise while a student is undertaking the VET qualification and/or units of competency. This should include:
 - regularly checking in with students as to the progress of the VET qualification and/or units of competency and asking if they have any particular concerns
 - nominating a school staff member/s for the student to contact regarding any issues the student may experience with their VET qualification and/or units of competency
 - providing pastoral care and supports to address issues that may arise while undertaking the VET qualification and/or units of competency
- the School should also have a clear understanding of financial requirements and internal delivery of core responsibilities that continue (e.g. reporting, attendance, records management etc.)

RTO responsibilities

The RTO must:

- provide a safe place of training
- provide supervision of the student consistent with the RTO code of conduct
- ensure it understands and complies with its obligations under the Contracts and Agreements

- provide the student with information and support about the training requirements being undertaken
- ensure all trainers providing training services to the school have undertaken a satisfactory police records check and a satisfactory Working With Children Check under the Worker Screening Act 2020 (Vic), unless the RTO is satisfied that such person is exempt under the Act from a check
- ensure all trainers comply with the requirements under the standards for RTOs registered with VRQA or ASQA
- report any student absences to the school in the first hour of training delivery or as agreed between the parties.

1) How attendance is monitored for students participating in courses provided by another senior secondary course provider

Senior Alice Miller students may participate in courses offered through Virtual Schools Victoria. On occasion, these students attend face-to-face courses on the Virtual Schools Victoria campus in Melbourne. Alice Miller School signs a permission slip distributed by Virtual Schools Victoria confirming approval of the student's participation in the program.

The student's parent/s must confirm their attendance in the Virtual Schools Victoria program via our electronic attendance system, Compass. In this case, the student is marked as absent at Alice Miller but accounted for as they are attending the course at Virtual Schools Victoria. If parents have not notified the school of the student's absence and the student is unaccounted for, parents receive an automatic SMS in the morning of the day of absence alerting them to the fact that their child is unaccounted for. Parents then notify Alice Miller School either confirming the student's participation in the Virtual Schools Victoria program or confirming that they are absent for another reason.

Senior Alice Miller students may participate in off-campus learning facilitated by VET registered training organisations (RTOs). In these instances, students are marked as being engaged with a VET training program on relevant days. If a student is absent without a valid reason, the VET RTO will notify parents/carers of the absence.

Attendance

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless there is an approved exemption from school attendance for the student.

A student is considered to be in attendance at school when involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp). Where there are arrangements for RTOs to deliver a VET qualification and/or units of competency on behalf of schools, the School will report absences as reported by parents and students to the RTO. Under purchasing arrangements the RTO must record and monitor the attendances and engagement of the students and report this back to the School.

Revised January 2022

To be revised January 2024

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