



College council will review this policy every three years or as directed by DET

Date approved: June 2017

Date of next review: 2020

PURPOSE

To provide breadth of curriculum and to meet the needs of students the College may enter into a partnership with external providers. Examples of such arrangements include: delivery of the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL), or other external providers offering programs with a focus on targeted education.

External providers may include:

- TAFE providers.
- Private Registered Training Organisations (RTOs).
- Registered schools, including both government and non-government, including RTOs.
- Learn Local providers that are also RTOs.
- Other non-school providers delivering the VCE and the VCAL.
- Targeted short duration program providers e.g. road safety training.

BROAD GUIDELINES

- In relation to specific targeted programs which may be of a controversial nature it is important that the program offers learning that is meaningful to students and the community taking into account cultural influences and setting.
- Targeted short-term providers must provide programs which complement and remain school and teacher driven within the context of the Victorian Essential Learning Standards.
- The selection of any external provider should include an examination of the providers' policy, ensuring it is aligned to fit with government policy, school policy and the needs of the school.
- Providers must meet all OHS standards and provide a Risk Register.
- The school will have a contract or Memorandum of Understanding with each organisation providing education and training services on its behalf. These contracts/MOU will include reference to arrangements such as: refund, confidentiality and privacy, dispute resolution, termination, severability and costs and Working With Children Check requirements.
- For International students where any part of the VCE or VCAL is being delivered by a registered third-party provider copies of the relevant signed contract or agreement will be provided to the International Education Division.
- Purchase all of a full senior secondary curriculum will only be made for the purpose of a re-engagement program.
- The purchase process will be consistent with the School Policy and Advisory Guide (SPAG) and the Student Resource Package (SRP) Guide. See also:

[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 \(VETiS\) \(Reference 56\)](#)

- Department contracts and agreements must be used 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 program arrangements 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 unit 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 unit 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 unit 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 (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.