



PURCHASING SECONDARY COURSES AND VOCATIONAL TRAINING FROM EXTERNAL PROVIDERS POLICY

This policy will be reviewed every 3 – 4 years

*Consultation with College Council
is not required*

Date reviewed: November 2023

Date of next review: 2026

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 Education – Vocational Major (VCE-VM), or other external providers offering programs with a focus on targeted education.

This policy outlines the requirements for purchasing secondary courses and vocational training from external providers. To offer Vocational Education and Training (VET) Delivered to School Students (VDSS) Programs, schools often enter into arrangements with external providers to deliver part, or all, of the Victorian Certificate of Education (VCE), or the Victorian Certificate of Education – Vocational Major (VCE-VM).

External providers may include:

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

BROAD GUIDELINES

- Schools have primary responsibility for the delivery of senior secondary curriculum to their enrolled students.
- To offer VDSS courses, schools must enter into contractual arrangements with Registered Training Organisations (RTOs) if the school is not an RTO or an RTO that is not registered for the particular program it is seeking to offer.
- 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 Curriculum and Assessment Authority's curriculum guidelines.
- 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 (MOU) 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 VCE-VM 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 of a full senior secondary curriculum through a Non-Secondary School Provider (NSSP) will only be considered for the purpose of a re-engagement program. Schools will be required to obtain endorsement by the Regional Director in order to enter into a partnership with an NSSP
- The purchase process will be consistent with the School Policy and Advisory Guide (SPAG) and the Student Resource Package (SRP)
- 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 VDSS programs and the non-VET elements of the VCE and the VCE-VM.
- The VET Delivered to School Students (VDSS) program arrangements must have a valid, signed contract or agreement developed by the Department with the RTO for the delivery of VET programs. The contracts and agreements developed by the Department are listed below:

VET FUNDING CONTRACTS

Contracts between the Department of Jobs, Skills, Industry and Regions and TAFE and training providers for the delivery of government-subsidised training under the Skills First program.

<https://www.vic.gov.au/vet-funding-contracts#2023-contracts>

- [2023 Standard VET Funding Contract - Skills First program - version 3.1](#)
- [2023 TAFE VET Funding Contract - Skills First program - version 3](#)
- [2023 Dual sector VET Funding Contract - Skills First program - version 3](#)