



EXTERNAL EDUCATION PROVIDER

1.0

In the event that The Joseph Varga School should engage the services of an External Provider, being 'any organization (e.g. Sydney Distance Education High School, TAFE), that the school has arranged to deliver a Board of Studies course to students at the school' or elsewhere, the school must firstly approve such an organization to deliver all or part of a Board of Studies course.

In determining the suitability of the external provider accessed by the school to deliver the courses, where relevant, 'evidence of certification (from the Board of Studies) of the provider(s) by appropriate agencies' will be sought.

In determining the suitability of the external provider accessed by the school to deliver the courses, 'evidence' must be provided by the external provider that the provider 'complies with the *Child Protection (Prohibited) Employment Act 1998* in relation to each person directly involved in the delivery of an outsourced course'.

2.0

In the event that The Joseph Varga School does engage the services of an External Provider, an 'Agreement' with the External Provider should be formulated, in which 'the respective responsibilities of the provider and the school are identified'.

The 'Agreement' can also address such issues as the outcomes, content, method, assignments, activities, resources, assessments, feedback, workshops, visits and so on, provided by each staff member of the External Provider, associated with each course delivered to Joseph Varga students.

The 'Agreement' can further address such issues as what constitutes anything from a 'Minority' to a 'Majority' of a student's pattern of study and the enrolment conditions associated with Joseph Varga students, and the 'Number of Single Course Enrolments', at different Stages of the curriculum.

If necessary, the 'Agreement' can specify the number of students enrolled and the particular courses undertaken with the external provider, on an annual basis.

3.0

For each External Provider, The Joseph Varga School will maintain documentation about the following:

- the name of the courses taught by the external provider
- the names of the tutors teaching such courses
- the number of students in such courses
- course information about each course, including assessment patterns, timetable, weightings and criteria.

4.0

In The Joseph Varga School engaging an External Provider, such as Sydney Distance Education High School, only the provider's staff and JVS staff ever teach students who are studying via this external mode.

5.0

The Joseph Varga School ensures that the External Provider meets The Board of Studies course requirements, and will continue to be met, for the courses of study taught, by implementing certain procedures that include:

- communicating and monitoring suitable guidelines, policies and procedures to external provider teachers, both onsite and offsite, ensuring their effectiveness and availability to JVS students for advice, support, and assistance.
- implementing quality control measures when it comes to interpreting outcomes, content, method, assignments/activities, resources, assessments, feedback, workshops, visits for the students, in order to further facilitate JVS student progress
- keeping abreast of the quality of direction and feedback provided by the external teacher of each course
- encouraging students to initiate and sustain individualized contact with external provider staff from, for instance, SDEHS, TAFE
- ensuring that such regular contact occurs (e.g. through email, internet, phone) between the students and, for instance, Distance Education teachers, over matters of mutual concern
- intervening in contact between JVS students and external provider staff, where appropriate
- ensuring, where appropriate, that an external provider, such as TAFE, provides pre-class, in-class and post-class 'Disability Support' to Joseph Varga (TVET) students in order to maximize their access to the course, participation and optimize their learning outcomes
- ensuring, where appropriate, that the external provider's staff regularly visit, on-site, with each student being seen each term, in certain curriculum areas, in order to help students with problems
- ensuring, where appropriate, that the external provider's staff regularly visit, on-site, in order to ensure that the practical component of some relevant courses are adequately serviced
- observing the teaching effectiveness of staff in action with JVS students, whilst determining ways in which JVS staff could also more effectively support external staff and students

- visiting and evaluating the effectiveness of off-site sessions (including workshops, excursions, study days) provided by the external provider for JVS students
- providing counseling, as well as emotional and behavioral support, on an ongoing basis, to the relevant students, in order to facilitate the involvement and participation of these students in the external provider's courses
- providing assistance to external provider staff, when it comes to, where appropriate, applying for Special Provisions, associated with JVS students undertaking public examinations for the Board of Studies through the provider (e.g. SDEHS).

6.0

In summary, The Joseph Varga School implements several measures to monitor and ensure that an External Provider continues to maintain suitable credentials, effectiveness and the quality of course delivery, on an ongoing basis, that satisfies the relevant Board of Studies course requirements and regulations.

The Joseph Varga School continues to remain vigilant about such matters, in order to evaluate the contribution of External Providers, and ensure that their contributions remain valuable to the delivery of the overall school program.

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