



External Provider Policy

RATIONALE

All students have the right to feel and be safe in the framework of educational programs offered by external providers, whether on site at Warragul Regional College (WRC), or off-site at the venue of the external provider.

For the purposes of this policy, an external provider is a business paid by the school to provide a service appropriate to the educational program at WRC.

Purpose

This policy documents the guidelines required for the engagement of external providers, to ensure that student safety regulations are adhered to for all externally sourced programs and related activities.

Policy Statement

- External partnerships must be developed in accordance with the Department of Education (DET) Partnership Policy.
<https://www.education.vic.gov.au/school/principals/spag/community/Pages/partnerships.aspx>
- Specific guidelines from DET must be followed for partnership arrangements with an external provider for the purpose of helping to deliver the Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL) and Vocational Education and Training in Schools (VETiS) programs,
[https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2094/support_and_service_\(schools\)%252Fprocurement,_funding,_travel_and_gifts%252Fprocurement%252Ftraining_from_external_providers](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2094/support_and_service_(schools)%252Fprocurement,_funding,_travel_and_gifts%252Fprocurement%252Ftraining_from_external_providers)
- For VET, all partnership programs must have a valid, signed contract. These must be formed using the appropriate DET contract/agreement template, available at the above website. These include the relevant details and references to Child Safe Standards, with the appropriate approvals, for risk management.
- Development of VETiS contracts/agreements will be made in accordance with the BSSC Procurement Policy.

Dated: June 2019

Person Responsible: Principal, VET & RTO Manager

Endorsed by College Council: Not required

Review: Every 2 years

- Both WRC and the provider organisation will be provided with a copy of the completed contract/agreement, to retain on file for reference.

Related WRC Policies

- Child Safe Standards
- Procurement Policy

Evaluation

- This policy will be reviewed as part of the college's review cycle.

Dated: June 2019

Person Responsible: Principal, VET & RTO Manager

Endorsed by College Council: Not required

Review: Every 2 years