

# Bhaktivedanta Swami Gurukula

Hare Krishna School

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## **External Providers Policy and Procedures**

Revision Schedule			
<i>Date</i>	<i>Version No</i>	<i>Changes</i>	<i>By</i>
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<i>Stakeholders</i>	
<i>Document Owner</i>	Principal
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## External Providers

Students of Bhaktivedanta Swami Gurukula may apply to study courses that are offered by external providers in the absence of the courses being offered by the School, or a suitably qualified teacher being available in the school to deliver that course, or the student having a subject overlay in their subject choices.

Any organisation from the below list that Bhaktivedanta Swami Gurukula has entered into an arrangement with to deliver courses of study from the NESA Syllabuses. The delivery of such a course may take place on or off school premises.

These organisations will be limited to:

- Another registered school
- Approved Distance Education Centre
- TAFE Colleges
- Registered Training Organisations

At the commencement of each academic year, the Gurukula Deputy (High School) in consultation with high school coordinators will identify students enrolled at the school who are intending to undertake courses of study through an external provider.

The students will be entered on the Gurukula **Register of External Providers** and the arrangements for ensuring the compliance with this policy will be made by the Gurukula Administration. The Gurukula Administration is responsible for maintaining the Register for External Providers and communication between the external provider and the Deputy High School.

The **Register of External Providers** will record the following processes to ensure the School fulfils its responsibilities to the student and to ensure that all of the registration requirements that are relevant to that mode of delivery by the external provider are met:

- Recording of student name
- Identification of the external provider
- Identification of the intended course of study
- Ensuring that external providers are:
  - Regulated by NSW Government Department of Education and Communities (e.g. TAFE, Open High School), or
  - Regulated by VETAB (e.g. VET private providers), or
  - Registered by the NESA (e.g. other non-government schools)
- Ensuring that external providers are regulated in relation to compliance with the Child Protection (Working with Children) Act 2012 in relation to each person in child related work as defined by the Child Protection (Working with Children) Act 2012
- Ensuring the suitability of the external provider to deliver the course, including, where relevant, evidence of certification of the provider(s) by appropriate agencies
- Determination that the outsourced courses comprise a minority of the student's overall pattern of study for each Stage of learning, unless the NESA's approval has been obtained to outsource more than a minority of each student's overall pattern

of study. A minority of their subjects in this case means no more than two subjects in their Stage 5 pattern of study or four units of study in their Preliminary or HSC pattern in total being through either an external provider or an outside tutor. The student's Stage 5 or HSC confirmation of Enrolment will indicate that the student is studying only a minority of subjects through an outside tutor and/or external provider.

- When necessary, keeping written statements from the external provider that the course will be taught in accordance with the NESA Syllabuses and assessed according to the requirements of the ACE manual.
- That the school and the external provider have entered into a Memorandum of Understanding that identifies the respective responsibilities of the school and the provider, including the following:
  - The external provider will be required to provide the school with a report for the student according to the provider's reporting process
    - The external provider is required to provide the report by emailing [admin@krishnaschool.nsw.edu.au](mailto:admin@krishnaschool.nsw.edu.au) (reference: High School Deputy) at the end of each school term
  - The external provider will be responsible for the entering of a student's grades for the RoSA and assessment marks for the HSC on the NESA site
  - The external provider will inform the school as soon as it becomes aware that the student is not participating with due diligence
    - The external provider is required to email the school a copy of the student's attendance register at the end of each school term.
    - If the student misses two consecutive training days, the external provider must notify the school in writing with seven days of the absence.
  - The external provider must provide the school with a copy of the Working With Children Check (including the Date of Birth) relating to each trainer involved in delivering units of study to the student
  - The external provider will inform the school if the student is at risk of not completing the course
  - The school will inform the external provider if the student is experiencing issues that may affect the student's participation in the course
  - The school will inform the external provider that the student has ceased enrolment at the school
  - Stipulate the arrangements or agreements for external examinations

The Register of External Providers is located at BSGServer/Policies and Procedures/BSG External Providers.

Approval by the school for a student to complete a course of study provided by an external provider will only be granted once these processes have been completed and verified.

## **Responsibility for the safety and welfare of students**

The school acknowledges its responsibility to ensure overall safety and welfare of students undertaking courses with an external provider and all the school policies in this area continue to apply.

## **Monitoring of Requirements**

In alignment with the school's reporting timeline, the Deputy High School will seek progress reports for each student from the relevant provider.

The Deputy High School will review the school's register of external providers at the commencement of each academic year to ensure that all of the above requirements will continue to be met for the course of study delivered by each external provider.

## **Procedures for dealing with issues with external providers**

In the event of any complaints or concerns being raised by the student, their parent, another person or by an external provider, the Deputy High School will investigate these issues with the appropriate persons. Findings related to the issues are to be provided to all parties where appropriate. At all times 'procedural fairness' is to be followed as set out in the school's discipline policy and the school's grievance procedures.