

SV500 THIRD PARTY PROVIDER POLICY

1. PURPOSE

The *SV500 Third Party Provider Policy* addresses The Friends' School's (School, TFS) obligations regarding arrangements for SV500 students' full time principal course of study at TFS to include units of study or courses of study with a third party provider.

2. SCOPE

- 2.1. SV500 Students
- 2.2. Principal
- 2.3. Deputy Principal
- 2.4. Director of Business Affairs
- 2.5. Director of Teaching and Learning
- 2.6. Heads of School (Morris, High School, Clemes)
- 2.7. K-12 International Student Coordinator
- 2.8. Director of Residence
- 2.9. Deputy Heads of Morris
- 2.10. Heads of Faculty (Years 7-12)
- 2.11. Deputy Head of High School Curriculum
- 2.12. TCE Coordinator and IBDP Coordinator
- 2.13. Enrolments Manager

3. POLICY

- 3.1. The Friends' School may engage, collaborate and/or partner with third party education providers in order to optimise student learning opportunities. Such arrangements may include providers offering:
 - 3.1.1. Intensive English courses for students for whom English is not their first language e.g. ELICOS Providers.
 - 3.1.2. English preparation courses for students entering secondary school, at any year level, and for whom English is not their first language.
 - 3.1.3. Courses or units of study which complement and extend the curriculum offerings available to students e.g. Asian Studies (UTAS), Spanish (Pomoja), VET courses.
 - 3.1.4. Courses or units of study which enhance students' post school options and pathways e.g. VET, Object Design (UTAS).
 - 3.1.5. Courses or units of study which advance the learning of students who have demonstrated exceptional ability in one or more subjects, or have shown a passion for a particular area of study. E.g. High Achievers Program (University of Tasmania, UCP).
 - 3.1.6. In arrangements as described in 3.1.2 – 3.1.4, the units or courses of study can contribute to their TCE or IBDP, in the case of senior students, and are regarded as a key element of the course of study for students in Years 7 -10.
- 3.2. In all cases of an SV500 student enrolling in a course or unit of study with a 3rd party provider the student's principal course of enrolment, as per their *Confirmation of Enrolment (CoE)* will be a CRICOS Registered Course at The Friends' School.
- 3.3. The Friends' School will remain responsible for the accommodation and welfare of all students enrolled in a course or unit of study at a 3rd party provider.

- 3.4. Students enrolled in courses or units of study provided by 3rd party providers may be responsible for any additional fees associated with the course or unit of study.
- 3.5. The Director of Teaching and Learning and K-12 International Student Coordinator will conduct appropriate research and reviews of any potential 3rd party providers to ensure that:
 - 3.5.1. They are suitably registered as education providers in Tasmania and as CRICOS providers within their sector
 - 3.5.2. In the case of unregistered CRICOS providers, the School can engage the provider for specific purposes e.g. registered subject teacher, not directly employed with the School, to work one-on-one with a student to study a subject offline
 - 3.5.3. The quality of their educational offerings meets the needs of SV500 students and can be recognised and given credit within their main course of study at The Friends School.
 - 3.5.4. The provider has adequate staff and education resources, including facilities, equipment, learning and library resources and premises, as are needed to deliver the course to the SV500 students enrolled with the provider.
 - 3.5.5. See *SV500 Procedures: Engaging Third party Providers*
- 3.6. In the case of SV500 students studying at a campus other than The Friends' School, the Director of Teaching and Learning will:
 - 3.6.1. check the registration credentials of the third party provider to ensure that they are a:
 - registered and compliant education provider in their state jurisdiction
 - registered and compliant CRICOS Provider.
 - 3.6.2. Conduct an initial inspection of the 3rd Provider's site to ensure that facilities and supervision arrangements are appropriate for all students, including minors.
 - 3.6.3. Check that they have the capacity to monitor and support students with their welfare and learning, as required.
 - 3.6.4. Check that they have the capacity to manage and respond to critical incidents
 - 3.6.5. Check that the provider has policies and procedures in place requiring all staff, contractors and volunteers to have WWVP registration.
- 3.7. In most arrangements involving a 3rd party, courses are/will be delivered on The Friends' Campus. In this case teachers are employees of the School and the third party provider supplies the School with curriculum materials and staff training as required and/or the course is delivered by a teacher provided by the third party provider.
- 3.8. In the case of SV500 students engaging in courses provided by a third party provider, the student is required to meet the requirements of the *TFS Attendance Policy* as a minimum standard, and any additional attendance requirements of the 3rd party provider. This will be monitored by the Head of School, in liaison with the 3rd party provider.
- 3.9. In the case of all SV500 students engaging in courses provided by a third party provider, the students are required to attain satisfactory achievement in the course of study. This will be monitored by the Head of School, in liaison with the Director of Teaching and Learning and the 3rd party provider.
- 3.10. In the case of students attending courses or units of study offered and delivered by a third party provider at a campus/facility other than The Friends' School, the School will

have in place a written agreement with the third party course provider which will address the following:

- 3.10.1. Attendance expectations, monitoring of attendance, communication about attendance matters between TFS and the 3rd party provider
- 3.10.2. Course progress expectations, support for students, communication with parents and between TFS and the third party provider regarding student progress
- 3.10.3. Student welfare, including the appropriate supervision, recreational activities, monitoring of student well-being, support services, communication with parents, and between TFS and the third party provider
- 3.10.4. Management of health matters
- 3.10.5. Management of critical incidents
- 3.10.6. Compliance with the School's Privacy Policy
- 3.10.7. The requirements for all employees, contractors and volunteers to have WWVP registration.
- 3.10.8. Fees, charges and refund policies and schedules are clearly documented for the duration of the student's studies, and invoices are directed to parents via The Friends' School.
- 3.10.9. The expectations of The Friends' School in regard to any marketing conducted by the third party provider which references The Friends' School.
- 3.11. The enrolment of a student in a unit or course of study at a third party provider must meet the requirements of the School's *SV500 Course Delivery and Duration Policy*.

4. DEFINITIONS

- 4.1. See definitions documents

5. LEGAL AND OTHER REQUIREMENTS

- 5.1. ESOS Act 2000
- 5.2. National Code 2018
- 5.3. Education Act 2016 (Tasmania)
- 5.4. Children, Young Persons and their Families Act 1997 (Tasmania)
- 5.5. Privacy Legislation
- 5.6. Registration to Work With Vulnerable People (WWVP)

6. ASSOCIATED POLICIES, PROCEDURES AND GUIDELINES

- ❖ **SV500 Procedures: Engaging Third party Providers**
- ❖ Attendance Policy
- ❖ Critical Incident Management Policy
- ❖ International Student Accommodation Policy
- ❖ International Student Health Management Policy
- ❖ International Student Support Policy
- ❖ International Student Welfare Policy
- ❖ Marketing Policy
- ❖ Privacy Policy
- ❖ SV500 Course Delivery and Duration Policy
- ❖ SV500 Course Progress Policy
- ❖ SV500 Fees Policy

❖ SV500 Refund Policy