



**RAVENSWOOD SCHOOL FOR GIRLS POLICIES
AND PROCEDURES**

**Procedure
No:
CCM03**

Procedure Group: Curriculum
Procedure Subject: External Providers and Outside Tutors

**Contact
Officer**

Deputy Principal, Head of Learning and Innovation

Purpose	Outline the process of students studying courses through External Providers and Outside Tutors.
Overview	Ravenswood School offers a broad curriculum that caters for the needs and interests of students enrolled at the school. In exceptional circumstances students may apply to enrol in approved Board of Studies courses offered by external providers. Students may also request to study a course with an Outside Tutor. These courses are not offered at the school.
Scope	This process applies to students Years 9-12.
Procedural Guidelines	<p>1. External Providers In 2015, the following external providers are being accessed by Ravenswood students.</p> <ul style="list-style-type: none"> • Bradfield Senior College • Open High School • McDonald’s Australia Ltd • Sydney Centre for Innovation in Learning • TAFE NSW • The Saturday School of Community Languages <p>1.1 External Providers in Years 9 to 10 (Stage 5) In Years 7 to 10 the curriculum at Ravenswood School for Girls covers the mandatory requirements of the RoSA and all students study a number of subjects in addition to the mandatory requirements.</p> <p>Students in Years 7 to 10 who wish to study a course not offered at the school may do so under certain conditions.</p> <p>1.2 Open High School Open High School offers Language courses by distance education mode. A student requesting to study a language at Open High School (OHS) must apply to the Deputy Principal, Head of Learning Innovation. The student needs to demonstrate that she has a genuine interest in the Language, background in the Language and/or has had prior learning and achievement in the Language and that studying the course would be of benefit to her. As the delivery of the course is by distance mode, the student must demonstrate the maturity and ability to manage what is largely self-directed learning. In Stage 5 a course at the OHS may replace a 100 hour or 200 hour elective course. Students may only undertake study in one external course in Stage 5. This option is not open to students in Years 7 and 8 as there is no provision for supervision. Students in Stage 5 undertake</p>

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their external course under supervision in the LRC and have access to the computers.

A student who studies a language at OHS:

- is bound by the enrolment conditions of the Department of Education and Training;
- accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the provider; and
- accepts and returns all work promptly.

The school:

- provides the support of a teacher to oversee the student's submission of work and liaise with the OHS on administrative matters;
- ensures that the course provided meets Board of Studies requirements in terms of following the syllabus, and provides appropriate assessment and reporting; and
- ensures that legislative requirements in terms of the Child Protection Act are met by the provider.

1.3 The Saturday School of Community Languages

The Saturday School of Community Languages (SSCL) is organised by the Department of Education and Training, and offers a range of Languages to students of that language background.

A student requesting to study a language at the SSCL must apply to the Deputy Principal, Head of Learning and Innovation. The student needs to demonstrate that she has a background in the Language and that studying the course would be of benefit to her.

The studying of a course at the SCCL must be studied in addition to the curriculum offered at Ravenswood. No student in Years 7 to 10 can discontinue a subject in order to study a language outside the school via SSCL. This is because the school cannot provide duty of care to a student during the school day if she is not in the class.

A student who studies a language at the SSCL:

- is bound by the enrolment conditions of the Department of Education and Training; and
- the student's parent/guardian accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the provider.

The school:

- ensures that the course provided meets Board of Studies requirements in terms of the syllabus, and that the program provides appropriate assessment and reporting; and

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- ensures that legislative requirements in terms of the Child Protection Act are met by the provider.

2. External Providers in Years 11 and 12 (Stage 6)

In Years 11 and 12 Ravenswood School for Girls provides a wide curriculum which meets the needs of students. There are a small number of subjects that can be studied outside the Ravenswood curriculum, and which can form part of the student's Preliminary and/or HSC program. These include VET courses that are delivered by TAFE colleges or other schools, and courses (such as Languages) which may be available by distance education through Open High School, The Saturday School of Community Languages or an Outside Tutor.

Students in Years 11 and 12 are not necessarily required to study these as additional courses as there are provisions in place for the supervision of students not in classes. However, students can only study a minority of their total number of units through external providers. Normally, the school will not allow students to study more than 2 units with an external provider. In certain circumstances, students may be allowed to study a maximum of 4 units.

Overseas full fee paying students will not be allowed to study online or distance education through an external provider for more than 25% of their total pattern of study in any one school year. The Director Boarding and International Students along with the Deputy Principal, Head of Learning Innovation will monitor the enrolled pattern of study for these students.

2.1 Open High School

Open High School (OHS) offers Language courses by distance education mode.

A student requesting to study a language at OHS must apply to the Deputy Principal, Head of Learning Innovation. The student needs to demonstrate that she has a genuine interest in the Language, background in the Language and/or has had prior learning and achievement in the Language and that studying the course would be of benefit to her. As the delivery of the course is by distance mode, the student must demonstrate the maturity and ability to manage what is largely self-directed learning. Students in Years 11 and 12 undertake their external course under supervision in the Library and have access to the computers.

A student who studies a language at OHS:

- is bound by the enrolment conditions of the Department of Education and Training;
- accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the provider; and
- accepts and returns all work promptly.

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The school:

- provides the support of a teacher to oversee the student's submission of work and liaise with the OHS on administrative matters;
- ensures that the course provided meets Board of Studies requirements in terms of following the syllabus, and provides appropriate assessment and reporting; and
- ensures that legislative requirements in terms of the Child Protection Act are met by the provider.

2.2 HSC Learn Online - SCIL

HSC Learn Online is an initiative of Sydney Centre for Innovation in Learning (SCIL), the research and development unit of Northern Beaches Christian School. Prior to 2014 HSC Learn Online offered a number of fully accredited online courses for Preliminary and HSC subjects. The courses are supported by qualified teachers who communicate with and monitor the progress of their online classes. There is also a face to face workshop component in most of the courses offered.

A student requesting to study a specific course at HSC Learn Online must apply to the Deputy Principal, Head of Learning and Innovation. The course needs to be one that is not available in the Ravenswood curriculum. The student needs to demonstrate that she has a genuine interest in the course, background in the course and/or has had prior learning and achievement in the course and that studying the course would be of benefit to her. As the delivery of the course is by distance mode, the student must demonstrate the maturity and ability to manage what is largely self-directed learning.

A student who studies a course at HSC learn Online

- is bound by the enrolment conditions of the Department of Education and Training;
- accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the provider; and
- accepts and returns all work promptly

The school:

- provides the support of a teacher to oversee the student's submission of work and liaise with the HSC Learn Online on administrative matters
- ensures that the course provided meets Board of Studies requirements in terms of following the syllabus, and provides appropriate assessment and reporting;
- ensures that legislative requirements in terms of the Child Protection Act are met by the provider.

In 2015, HSC Learn Online offer *Software Design and Development*

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externally. However, HSC Learn Online continues to support the HSC level courses for those who commenced Preliminary courses externally with them in 2014.

2.3 TAFE NSW

TAFE NSW offers a range of Vocational Education courses for students in Year 11 and/or Year 12 which are held at various TAFE colleges, such as:

- Northern Sydney Institute Hornsby Campus;
- Northern Sydney Institute Ryde Campus; and

A student requesting to study a course at TAFE must apply to the Deputy Principal, Head of Learning Innovation. The student must demonstrate that she has an interest in the course and the maturity to manage learning off campus.

A student who studies a course at TAFE:

- is bound by the enrolment conditions and behaviour requirements of the TAFE;
- accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the provider;
- returns all set work promptly.

The school:

- ensures that the course provided meets Board of Studies requirements in terms of following the syllabus, and provides appropriate assessment and reporting;
- receives regular advice from TAFE on the student's attendance, progress and behaviour;
- ensures that legislative requirements in terms of the Child Protection Act are met by the provider.

2.4 The Saturday School of Community Languages

The Saturday School of Community Languages (SSCL) is organised by the Department of Education and Training, and offers a range of Languages to students of that language background.

A student requesting to study a language at the SSCL must apply to the Deputy Principal, Head of Learning Innovation. The student needs to demonstrate that she has a background in the Language and that studying the course would be of benefit to her.

A student who studies a language at the SSCL:

- is bound by the enrolment conditions of the Department of Education and Training; and
- the student's parent/guardian accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the provider.

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The school:

- ensures that the course provided meets Board of Studies requirements in terms of the syllabus, and that the program provides appropriate assessment and reporting; and
- ensures that legislative requirements in terms of the Child Protection Act are met by the provider.

3. Outside Tutors

An outside tutor may be engaged by a student for an approved Stage 6 Board of Studies course not offered at Ravenswood. The course must be studied in addition to the curriculum offered at Ravenswood.

In 2015 1 student is studying Dance with an Outside Tutor:

- Ecole Ballet and Dance Theatre (1)

A student requesting to study with an Outside Tutor must apply to the Deputy Principal, Head of Learning and Innovation. The student needs to demonstrate that she has a background in the course and has had prior learning and achievement in the course and that studying the course would be of benefit to her.

Unless there are special circumstances to the contrary, lessons for students must be arranged off the school premises and outside school hours.

The course must be studied in addition to the curriculum offered at Ravenswood. No student in Years 7 to 10 can discontinue a subject in order to study a course outside the school via an outside tutor. This is because the school cannot provide duty of care to these students during the school day if she is not in class.

3.1 Reviewing Progress

The Deputy Principal, Head of Learning Innovation will meet with students who are studying with an Outside Tutor once/term to discuss their progress and satisfaction with the Outside Tutor. Students need to bring with them their folders of notes, copies of assessment notifications and other material related to their learning so the DPIL can review their progress and ensure it aligns with the BOS requirements for the subject. Any concern with the suitability of the material and resources provided will be discussed with the the Principal. The parents will then be advised and the Outside Tutor will be informed of this communication in writing. The school will request written notification of any necessary remedial action and intended improvements and these will inform the next meeting of the student and subsequent reviews of student progress.

If parents or students are concerned at any point they should raise the

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matter with the Outside Tutor and inform the Deputy Principal, Head of Learning and Innovation in writing of the concern. More frequent meetings will be scheduled should a matter of concern be raised by a parent or student.

A student who studies a course with an Outside Tutor:

- accepts that the school is not responsible for the supervision of the course, the course costs nor the supervision of the tutor.

The school:

- Makes copies of the tutors qualifications and places these on file and checks with BOSTES the status of accreditation of the tutor where relevant
- ensures that legislative requirements in terms of the Child Protection Act are met by the Outside Tutor;
- obtains referee checks to verify the Outside Tutor's capacity to teach the course;
- keeps on file a record of previous employment experience of the Outside Tutor that equips the tutor to be an appropriate person to deliver the course;
- ensures that the Outside Tutor has the relevant syllabus documents;
- requests copies of the program and assessment procedures to be used by the Outside Tutor, so that the school can ascertain that the program allows course requirements to be met and that the Outside Tutor has made provision for appropriate assessment of student achievement

4. External Providers and Outside Tutors- Ravenswood Support Staff 2015

- The school will appoint support staff to liaise between External Providers and Outside Tutors and students. Staff will oversee the examinations or assessments required if scheduled to be completed on site at school. They will monitor attendance via updates from the provider and advise the Principal and Deputy Principal, Head of Learning Innovation of any issues.
- In 2015, the following staff have been assigned:

Bradfield College	David Garner
Ecole Ballet and Dance Theatre	David Garner
Open High School Stage 5	Allison Griffiths
Open High School Stage 6	Allison Griffiths
Saturday School of Community languages	David Garner
HSC online	David Garner
McDonald's Australia Ltd	Meg Hall
TAFE	Meg Hall

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