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<b>POLICY TITLE:</b>	<b>APPROVED EDUCATIONAL COURSES: GOVERNMENT SCHOOLS</b>
<b>YEAR OF PUBLICATION:</b>	2005
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<b>POLICY OWNER:</b>	Director, Learning and Teaching
<b>LEGISLATION:</b>	<i>Education Act 2004</i> <i>Occupational Health and Safety Act 1989</i>

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## 1. Policy Statement

- 1.1 Section 31 of the *Education Act 2004* (the Act) provides for the Director-General to approve educational courses for a student enrolled at a government school that may be provided to the student at a place other than the school.

## 2. Rationale

- 2.1 These procedures and guidelines provide the context for the approval of educational courses that are held at a place other than a school.

## 3. Definitions

***ACT education system:***

Any part of the broader educational system in the ACT for children of compulsory school age, including government and non-government schools and home education.

***Approved educational course:***

An educational course provided at a place other than school and approved under the *Education Act 2004*.

***Authorised person:***

A person appointed by the Director-General under section 67 (government) of the Act.

***Director-General:***

The person engaged under division 3.4 of the *Public Sector Management Act 1994* as the Director-General of the Education and Training Directorate.

***Child:***

A person who is under the age of 18.

**Directorate:**

The Education and Training Directorate.

**Parent:**

A person having parental responsibility of a child under the *Children and Young Persons Act 1999*, including a carer appointed under the Act.

**Screening:**

The process of checking a person's police record.

**Screening report:**

A record of criminal convictions having regard to the *Spent Convictions Act 2000* and its exemptions.

**Strict liability offence:**

An offence that does not require proof of negligence or intent. It applies irrespective of a person taking reasonable care.

**Student:**

A person who is enrolled as a student at the school in accordance with Section 33 of the Act.

## 4. Procedures

### 4.1 Approval

- 4.1.1 Section 31 of the Act makes provision for the Director-General to approve, subject to conditions, educational courses for a child enrolled at a government school that may be provided to the child at a place other than the school.

### 4.2 Standard of courses

- 4.2.1 The school board develops, maintains and reviews curriculum for the school. The school board may allow an approved educational course to be included in the program of study for the Year 10 certificate.

- 4.2.2 A person providing an approved educational course should:

- deliver courses of study consistent with the ACT Curriculum Frameworks
- deliver courses of study which are appropriate to the needs of the student(s) undertaking the course(s)
- verify teaching staff are suitably qualified or have appropriate experience to deliver the course
- use best practice methods in pedagogy, assessment, record keeping and student management
- make curriculum documentation available to parents
- regularly report to the student's parents about the student's progress.

### 4.3 Facilities for Conducting the Course

- 4.3.1 Any person providing an approved educational course is required to provide suitable facilities at which to conduct the educational course.

- 4.3.2 Indoor and outdoor environments need to be safe, clean, and provide adequate space for the course to be delivered. They need to provide easy access for all students and should be appropriate to their ages, developmental abilities, interests, needs and skills.
- 4.3.3 The environment should also be conducive to the achievement of the course outcomes.

#### **4.4 Occupational Health and Safety (OH&S) Standards**

- 4.4.1 Any person providing an approved educational course should:
- ensure that all activities are conducted in a manner that eliminates or minimises risks to health and safety
  - ensure compliance with the *Occupational Health and Safety Act 1989* and associated regulations, standards and codes of practice
  - provide appropriate levels of duty of care.

#### **4.5 Screening**

- 4.5.1 The person providing an approved educational course has a duty of care towards the students undertaking the approved educational course. That person should therefore ensure that all staff employed by the educational course provider have undergone appropriate screening processes.
- 4.5.2 A satisfactory screening report should be provided to the Director-General, before the course is approved.

#### **4.6 Enrolment and Attendance**

- 4.6.1 Sections 32 and 33 of the Act provide stipulations regarding the recording of enrolment and attendance of students at an approved educational course.
- 4.6.2 Further information concerning enrolment, attendance and transfer is contained in the department's *Enrolment and Attendance* and *Student Transfer Register* procedural guidelines.
- 4.6.3 The person providing the approved educational course should refer to these documents for guidance on specific requirements under Section 34 of the Act.

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**Related policies:** Enrolment and Attendance: Government Schools  
Injury Prevention and Management  
Student Transfer Register