

FLEXIBLE ARRANGEMENTS POLICY

	Fairholme College Toowoomba ABN 16 917 099 053 CRICOS Provider Code 00651J		
Purpose	The purpose of the policy is to establish guidelines for the approval of flexible arrangements for study at Fairholme College.		
Scope	The policy applies to arrangements for the education and training of all students of compulsory school age, and the compulsory participation phase, who are participating in programs outside of the College's general academic program.		
References	Education (General Provisions) Act 2006. S182 Vocational Education and Training (Commonwealth Powers) Act 2012		
Policy Type	Public		
Policy Location	College Website		
Version	1.1		
Supersedes	All previous versions		
Policy Owner	Principal		
Review Date	30 May 2016	Next Review Date	30 May 2018
Authorised By	Principal	<i>Linda Evans</i> Linda Evans	

BACKGROUND

Flexible arrangements can be made for a student of compulsory school age or a student in the compulsory participation phase. Students in the compulsory participation phase do not require a flexible arrangement if the alternative education provider is an 'eligible option'. Eligible options include other educational providers such as a:

- TAFE college
- provider of vocational education and training under the Vocational Education and Training (Commonwealth Powers) Act 2012.
- registered training organisation; or
- organisations that offers special training programs for children and young people.

A flexible arrangement is also not required for school-based apprenticeships and traineeships.

A student with a flexible arrangement will remain enrolled at the College while an alternative educational provider delivers all or part of the student's educational program for the period of the arrangement. The alternative educational provision can occur on or off campus and can comprise the student's entire educational program for a stated period, or part of the student's educational program for a stated period.

Examples of flexible arrangements include:

- a student with an opportunity to work as a child actor in a movie. For an agreed period of two weeks, the student will engage in an educational program the content of which is determined by the college and delivered by a tutor on the set of the film.
- a student might attend First Aid Training for 1 day per week for a period of ten weeks' and spend the other 4 days at the College attending usual classes. During the flexible arrangement the board/principal retains authority and responsibility for the student's educational program.

POLICY

Fairholme College values the diversity of its members and considers the specific educational needs of all of its students. For this reason the College may approve arrangements allowing students of compulsory school age or in the compulsory participation phase to undertake programs supplied by other organisations, which are eligible to provide such programs. The College will assist the participation of students in such arrangements by:

- valuing all students as individuals and identifying and responding to their needs;
- consulting with the student (to the extent considered appropriate with regard to the student's age and other relevant circumstances) and parents to make well-informed decisions about the student's educational program;
- identifying and addressing barriers that limit students' opportunities, participation and benefits from schooling;
- making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to support the needs of students undertaking flexible arrangements; and
- supporting and assisting students to seek alternative satisfactory educational arrangements when the College is unable to meet the specific needs, including exploring options and pathways for students wishing to take advantage of flexible arrangements.

IMPLEMENTATION

Approvals

At Fairholme College, the Principal, or delegate, may approve in writing the establishment of flexible arrangements between a student and the College. Requests for a student to access flexible arrangements must be made in writing to the Principal, or the Principal's nominee.

Decision-making

A decision to approve a flexible arrangement will be made after consideration of the:

- educational and other needs of the student who has applied to access flexible arrangements. This includes the collection of information from the student and parents and consultation with the student's teachers, as well as consideration of the student's career aspirations;
- learning outcomes that the proposed arrangements are intended to achieve by taking into account the information collected above and the contents and parameters of the proposed course; and
- suitability of course providers by determining that each provider is identified as eligible to offer courses considered suitable for students accessing flexible arrangements.

In approving the flexible arrangement, the authorised entity must be satisfied that the arrangements are appropriate, having regard to:

- the student's individual needs and circumstances;
- what is most likely to achieve the best learning outcomes for the student;
- how and by whom the student's participation in the arrangements is to be monitored;
- how, and by whom, each provider's involvement in the arrangements is to be monitored and its effectiveness evaluated;
- the desirability, unless it would be inappropriate in the circumstances, of the arrangements requiring the student's participation at a level that is equivalent to full-time participation in the College's educational programs in the usual way; and
- the written agreement of the student and the student's parents (where practicable)

Communication

The student and the student's parents (where practicable) will receive confirmation in writing of the approved flexible arrangement including the requirements of the College in relation to the course, and the requirements of the provider in relation to the course. At this time, the parents and the student are made aware of the person in the College who will be monitoring the student's progress and initiating support if the student is experiencing difficulties.

Review

Flexible arrangements will be reviewed at the end of each semester and at this time the parents will be requested to meet with the Head of Teaching and Learning, in order to discuss the progress of the student.

Record Keeping

All records related to the flexible arrangements for the student are kept at the College for a minimum period of five years after the arrangements stop applying to the student.

Appendix 1

1	<p>The Head of Teaching & Learning , in conjunction with the Pathways Centre staff, will prepare:</p> <ul style="list-style-type: none"> • written summary of the student’s educational and other needs • learning outcomes that the proposed arrangements are intended to achieve • confirm the suitability of the provider/s
2	<p>This written report will be communicated to the Principal, including information regarding:</p> <ul style="list-style-type: none"> • how, and by whom, the student’s participation in the arrangements is to be monitored • how, and by whom, each provider’s involvement in the arrangements is to be monitored and its effectiveness evaluated
3	<p>Communication with the student and parents will provide confirmation of the above elements, as approved by the Principal.</p>